

ROYAL SCOTTISH COUNTRY DANCE SOCIETY

**MINUTES AND PAPERS
OF THE MANAGEMENT BOARD**

2003



Circulated

The Royal Scottish Country Dance Society

MANAGEMENT BOARD MEETING

Saturday 18 January 2003
RSCDS Headquarters, 12 Coates Crescent, Edinburgh
at 10.30am

AGENDA

Enclosures

- 1 Apologies
- 2 Notes of meeting of 16 November 2002 *Previously circulated*
- 3 Matters arising from notes not listed elsewhere
 - 3.1 Scottish Charities Office update
 - 3.2 HQ staff workload
- 4 Management Board Procedures
 - 4.1 Draft Code of Conduct *Draft paper*
- 5 Reports from Management Committees
 - 5.1 General Purposes & Finance Committee (*not yet met*)
(inc. role of Treasurer, and financial procedures)
 - 5.2 Education & Training Committee *Notes of 23 Nov 02*
Remit
Notes of 7 Dec 02
 - 5.3 Membership Services Committee
(inc. Bulletin, and distribution of publications)
- 6 Reports from Working Groups
 - 6.1 Constitution Review *Draft Document*
 - 6.2 Membership Structure *Working Group Report*
 - 6.3 Website
 - 6.4 1. Strategic Plan *Progress Report from previous Committees*
2. New Objectives
 - 6.5 AGM Sub-Committee
(inc. Branch Forum)
 - 6.6 AGM Future (working group to be formed) *Paper on AGM weekends (M Brown)*
- 7 Communication with Branches, Affiliated Groups and Individual Members
Extract from New Zealand paper
(Please refer to Constitution, Section VI, (ii), items 10 and 11)
- 8 Training for Trustees
- 9 Applications for Affiliation
 - 9.1 Moscow Scottish Country Dance Group, Russia *Application form*
 - 9.2 Crookfur Scottish Country Dance Club, Scotland *Application form*
- 10 Any Other Competent Business
 - 10.1 Visit to TAC *Report*
- 11 Date of Next Meeting

Included for information, apart from the agenda:

- 1 *Copy of Management Board report sent to Branches*
- 2 *Corrected copy of contacts list*

*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 18 January 2003 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, Bruce Frazer, Ian Hall (part), Dorothy Hamilton, Jim Healy, Jimmie Hill, Andrew Kellett (part), Alastair MacFadyen, Susanna Mayr, Anne McArthur, Wilson Nicol, Keith Oughton, Jerome Reinstein, Andrew Smith (part), Rachel Wilton.

In attendance: Elspeth Gray (Secretary/Administrator)

Apologies: Linda Gaul, Irene Whyte

	Decision/Action	Member/s Responsible	Date to be completed
1	Notes of last meeting (16 November 2002): Add note 41 – remit to GP&F to consider the question of insurance cover for affiliated groups. Add note 42 – remit to E&T to consider (a) minimum age for Easter School and (b) equalising payments to teachers and musicians across Schools.	Elspeth Gray ”	1 Feb 03 ”
2	With the additions noted at (1), the notes were approved as an accurate record.	N/A	N/A
3	Matters arising: MB 16/11/02, note 5 – the Management Board cannot delegate responsibility but can delegate authority. The note would stand, but this did not mean that the MB could not question or amend Management Committee decisions.	All to note	N/A
4	In relation to (3) above, clarify Management Committee remits, particularly in terms of spending parameters.	MC Convenors	5 Apr 03
5	Matters arising: MB 16/11/02, note 15 – the information requested by the Scottish Charities Office was provided within the timescale; receipt was acknowledged but nothing further had been heard. The Earl of Mansfield had written a very supportive letter.	N/A	N/A
6	Matters arising: MB 16/11/02, note 12 – information regarding the nature of incoming queries and contacts to HQ had been gathered. Analysis of this, and of workloads in general, would be prepared.	Elspeth Gray	5 Apr 03
7	Matters arising: MB 16/11/02, note 22 – first priorities regarding personnel policies were (a) Data Protection compliance and (b) Disciplinary and Grievance policy, as these were statutory requirements.	Jean Martin, Elspeth Gray	5 Apr 03
8	Matters arising: MB 16/11/02, note 7 – MB reports would be provided to publications such as The Reel at the same time as being sent to Branches.	Elspeth Gray	N/A
9	Matters arising: MB 16/11/02, note 9 – to date, 11 Branches had requested reports by email.	N/A	N/A
10	Members were asked to check the revised contact list and advise the Secretary of any changes.	All	1 Feb 03

11	Draft Code of Conduct: with minor changes, it was agreed to adopt the Code of Conduct.	Elspeth Gray, All to note	ASAP
12	Produce a revised version of the Code of Conduct for Management Committees, to which they may add further elements.	Jean Martin, MC Convenors	ASAP
13	E&T should particularly consider the section headed “Integrity”, in relation to gifts to examiners.	Alex Gray	
14	Report from GP& F Convenor (committee not yet met): 1) Outline paper on Treasurer’s role and draft terms of engagement had been acquired and would be discussed at first meeting. 2) Customs & Excise were still investigating VAT situation. 3) Keith Oughton had sent the information requested at the last MB, and this would be discussed at first meeting.	N/A	N/A
15	Report from E&T Convenor (meeting 23 November 2002): 1) Transition from old to new structure mostly smooth. 2) Schools Director has overall responsibility for Summer, Winter and Easter Schools (the latter to be run by group of young people). 3) Title of those running schools should change from “director” to eg “organiser” or “convenor” to differentiate roles. 4) Ongoing Youth-related activity in working parties included police checks relating to child protection requirements; medal tests; sponsorship of Scottish dance workshops at IVFDF over 3 years. 5) Role of Youth Director under discussion. 6) Elma McCausland appointed to organise examination diets. 7) Extra meeting on 8 February looking at the examination structure overall, and the need for additional examiners – ideas on both were invited.	All to note	31 Jan 03
16	Society to be registered as umbrella body to obtain checks on members working with children in Scotland and England. Although regulations are not applicable in other countries, Branches elsewhere will be asked to take note of this as good practice.	Elspeth Gray ”	31 Jan 03 Apr 03
17	Consider immediate and widespread dissemination of notification of any changes to examinations.	Alex Gray	N/A
18	Remit from E&T: agreed to arrange a teaching tour of South Africa, with emphasis on teaching skills, open to all. Ideally, a teacher and musician, if the cost is £1,200 or less.	Alex Gray	ASAP
19	Report from MS Convenor (meeting 7 December 2002): 1) Amended note of meeting of 7/12/02 circulated. 2) Selection of dances for Book 43 has been finalised. 3) Working Group under convenorship of Alastair MacFadyen formed to update the Manual, hoping for a draft document by May 2003. 4) A number of dances have been identified for Book 44, and the Lancers may be included. 5) For Book 45, Branches were being invited to submit a dance from one of their own publications. 6) Consideration being given to putting all Pocket Editions on CD-ROM. 7) Planned recordings: • Book 43 – Iain MacPhail • Books 31 & 32 – Alistair Wood • Graded dances (those not on tape) – David Cunningham • Book 12 – Bobby Brown 8) Peter Knight has video recording of MacNab dances in hand. 9) World Day of Dance on 14 June 2003 – Branches and Affiliated Groups to be reminded in January, and information put on website. 10) Tom Notman has accepted co-option to convene PR & Marketing Working Group.	N/A	N/A

	11) PR & Media training session arranged for 16 March.		
	12) Branches to be asked how they communicate with their members and to submit ideas on communication to HQ.		
	13) Concerns regarding Bulletin distribution would be addressed.		
20	Publications Working Group advised to treat the Lancers with caution – many versions exist, in various styles.	Irene Bennett, R Gordon-Harvey	
21	MB agreed at their last meeting that existing Directors would see out their terms of office; amend note 22 of MS meeting 7 Dec 02 to “noted” rather than “agreed”.	Eileen Watt	1 Mar 03
22	MB approved publicity photographs to be taken in casual dress rather than formal.	Tom Notman	May 03
23	Alan Mair and Tom Notman to be asked if they would take on supervision of World Day of Dance arrangements.	Jean Martin, Irene Bennett	26 Jan 03
24	MB confirmed that full details of correspondence presented to Management Committees were not required in notes of Committee meetings; what was given in MS notes 7 Dec 02 was sufficient.	MC Convenors	N/A
25	Responsibility for setting all discount rates rested with GP&F.	Richard Turnbull, Irene Bennett	Ongoing
26	Bulletins themselves had been ready for distribution to AGM delegates, but there had been delays in production of Secretaries Update, and in distribution process. Tighter schedules to be agreed with printers. Andrew Kellett volunteered to assist with suggesting articles and obtaining them from writers.	Elspeth Gray, Andrew Kellett	30 May 03
27	Training:		
	1) PR & Media training, 16 March – inform June Dick if interested.	All to note	8 Feb 03
	2) Trustee training – to be delivered by the Society’s lawyers, Lindsays WS, on the afternoon of Friday 4 April (MB meeting on Saturday 5 April to therefore start earlier)	All to note	
	3) Finance training – GP & Finance Committee to consider	Richard Turnbull	5 Apr 03
28	Applications for affiliation approved:		
	1) Moscow Scottish Country Dance Group	Elspeth Gray	31 Jan 03
	2) Crookfur Scottish Country Dance Club		
29	Future affiliation applications would be considered by the Secretary, and reported to the MB for approval.	Elspeth Gray	Ongoing
30	Visit to TAC by Alan Mair: further to Alan Mair’s report, TAC to be asked to submit their views on the examinations process to E&T for consideration on 8 February.	Jean Martin	20 Jan 03
31	Seek clarification from Alan Mair regarding his report, page 2, para 1.	Alex Gray	5 Apr 03
32	MB agreed that it was important to consider using overseas teachers at Summer School in St Andrews.	Alex Gray, Johan MacLean	22 Mar 03
33	Scroll nominations: confirmed procedure, that GP& Finance Committee will review and put recommendations to MB for approval.	Richard Turnbull	1 Feb 03
34	Circulate (a) copy of scroll nomination form and (b) recent paper with ideas regarding scrolls, for consideration at next meeting.	Elspeth Gray	21 Mar 03
35	Proposed legislation on licensing of premises for music and dancing in England: send letter to Minister at Department of Media, Culture & Sport.	Elspeth Gray	ASAP
36	Constitution Review Working Group:		
	1) This Group is only considering inconsistencies in the Constitution as it stands; suggestions for radical changes were not being considered.		
	2) The lawyer is satisfied that trustees of the building as listed in title deeds are satisfactory (Chairman, Vice Chairman, Treasurer,		

	Secretary).		
	3) There were inconsistencies in the definition of “office-bearers”.		
	4) GP&F to consider what could be done for members joining part way through a year.	Richard Turnbull	1 Feb 03
	5) All members to consider issues further and give responses to Wilson Nicol and Andrew Smith within a week, particularly answers to the 13 comments/questions outlined.	All	27 Jan 03
	6) Consider whether, under Scottish charity legislation, the Society is a membership or partnership organisation (Alex Gray to provide web address, hard copies to be sent to those without email).	Alex Gray Elspeth Gray	ASAP
	7) Consider dates and scheduling with regard to election procedures and feed back to Wilson Nicol.	Elspeth Gray	27 Jan 03
	8) Advise The Reel to amend Society’s Objects in line with Constitution.	Andrew Kellett	ASAP
37	Membership Structure Working Group:		
	1) Only 4 submissions received, all from individuals.		
	2) Following discussion of aspects of the report, all to consider further and quickly feed back views to the Group.	All	ASAP
	3) Note that any proposals to go to the AGM this year would need to be finalised at the June MB meeting.		
	4) Stress in MB notes and MB report that the MB is giving very serious consideration to all aspects of membership structure.		
	5) MB report to be put on website whenever it is sent out to Branches.		
	6) Set “closing date” of end of February for comments/views from Branches and individuals.	Elspeth Gray	8 Feb 03
38	Website Working Group:		
	1) Clarify Ian Brockbank’s role as Webmaster.	Stewart Adam	Feb 03
	2) Worldwide aspects of the site were stressed.		
	3) If commercial links were established, must be clearly stated that goods or service were not necessarily recommended, or similar wording.		
	4) Agreed that there was a need to spend money on the website.		
	5) Agreed to invite someone (possibly student) to develop, but a clear contract and deadlines must be put in place.	Stewart Adam, Elspeth Gray	Feb 03
	6) Submit responses to Stewart Adam’s paper and any further thoughts.	All	ASAP
39	Strategic Plan Report:		
	1) Amend item re affiliated groups, number has declined not increased.	Jean Martin	Feb 03
	2) Send the report to Branches.	Elspeth Gray	Feb 03
	3) Produce a summary of the report for the website.	Jean Martin	Feb 03
40	Strategic Plan – New Objectives Working Group:		
	1) MB happy for the Group to develop this further.		
	2) Group to consider new goals for MB meeting in April, and bring suggestions for the remaining aspects to the June MB meeting.	WG members ”	5 Apr 03 14 June 03
	3) Input needed from MB members, particularly MC Convenors.	All, Convenors	ASAP
41	AGM Sub-Committee:		
	1) Offer of assistance received from Peter Clark.		
	2) Initial meeting held, bands booked.		
	3) MB agreed to ask TAC and London Branch to prepare dance programmes.	Jim Healy	ASAP
	4) First draft of application forms required.	Elspeth Gray	ASAP
42	AGM Future Working Group established (see foot).	N/A	N/A
43	Communication with Branches, Affiliated Groups and Members:		
	Members were referred to the particular sections of the Constitution dealing with the MB’s responsibility for developing a system of communication whereby every Branch should have direct access to the MB, and to ensure that systems of communication with members are		

	developed. All to consider carefully and bring ideas and suggestions to next meeting.	All	5 Apr 03
44	Building Alterations: Following consideration of options presented by Stewart Adam, Scheme 4 as outlined was approved in principle; once costs acquired, this decision could still be amended.	Stewart Adam	ASAP
45	Next meeting to be held on 5 April 2003, with a likely start of 9.30am (to be confirmed).	All	N/A

Working Group membership

Website Working Party:	Stewart Adam (Convenor), Jim Healy, Malcolm Brown, Linda Gaul
Membership Structure Working Party:	Keith Oughton (Convenor), Ian Hall, Peter Clark
AGM Sub-Committee:	Jim Healy, Peter Clark and others
Constitution Review:	Wilson Nicol, Andrew Smith
Strategic Plan – New Objectives:	Andrew Kellett, Anne McArthur, Jimmie Hill
AGM Future Working Group:	Stewart Adam (Convenor), Malcolm Brown, Jim Healy, Jerry Reinstein, Rachel Wilton.

Attachments:

- 1 Revised Code of Conduct
- 2 Scroll nomination form
- 3 SCVO papers (I Bennett, A MacFadyen, D Hamilton & I Whyte only)
- 4 Papers tabled at meeting (L Gaul & I Whyte only):
 - amended notes of Membership Services Committee meeting of 7 December 2002
 - website suggestions, Stewart Adam
 - Strategic Plan –New Objectives Working Group paper
 - building alterations proposals, Stewart Adam



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The Royal Scottish Country Dance Society

MANAGEMENT BOARD MEETING

Friday 4th & Saturday 5th April 2003

RSCDS Headquarters, 12 Coates Crescent, Edinburgh

The training session on Friday 4th April will start sharp at 11.00am. Once it is over (estimated 3.00pm), it is proposed to deal with items 6.1 and 6.2 on the agenda in the time remaining. A sandwich lunch will be provided at an appropriate point. The meeting will then reconvene at 9.30am on Saturday 5th April to deal with the rest of the agenda, and it is planned to finish by 1.30pm.

AGENDA

Enclosures

- 1 Apologies
- 2 Notes of meeting of 18 January 2003 *(previously circulated)*
- 3 Matters arising from notes not listed elsewhere
 - 3.1 HQ workload
 - 3.2 Umbrella body registration for police checks
 - 3.3 Legislation re entertainment licence in England & Wales
 - 3.4 Building alterations
- 4 Policies
 - 4.1 Disciplinary policy & procedure *Draft paper*
 - 4.2 Grievance policy & procedure *Draft paper*
 - 4.3 Data Protection policy & procedure *Draft paper*
- 5 Reports from Management Committees
 - 5.1 General Purposes & Finance Committee *Notes of 1 Feb 03*
 - 5.2 Education & Training Committee *Notes of 8 Feb 03*
 - 5.3 Membership Services Committee *Notes of 1 Mar 03*
- 6 Reports from Working Groups
 - 6.1 Constitution Review *Report*
 - 6.2 Membership Structure *Report*
+ Report on meeting with New Zealand Branch
(verbal report, Stewart Adam)
 - 6.3 Website
 - 6.4 1. Strategic Plan
2. New Objectives
 - 6.5 AGM Sub-Committee *(verbal report, Jean Martin)*
 - 6.6 AGM Future *(Paper on AGM weekends (M Brown), previously circulated)*
- 7 Communication with Branches, Affiliated Groups and Individual Members
Paper/proposal (P Clark)
- 8 Scroll nominations *(current nomination form previously circulated)*
- 9 Schedule of Meetings 2003-04
- 10 Applications for Affiliation
 - 10.1 Waltham Scottish Country Dance Group
- 11 Any Other Competent Business
 - 11.1 Queen's Honour *Letter from K Napier*
 - 11.2 Nova Scotia Branch
 - 11.3 Potential new Branch query *Email from M Briggs*
- 12 Date of Next 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 business.



The Royal Scottish Country Dance Society

Notes of meeting of the Management Board held on Friday 4th and Saturday 5th April 2003 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, Bruce Frazer, Ian Hall, Dorothy Hamilton, Jimmie Hill,
Andrew Kellett, Susanna Mayr, Anne McArthur, Wilson Nicol, Keith Oughton, Jerome
Reinstein, Andrew Smith, Irene Whyte, Rachel Wilton.

In attendance: Elspeth Gray (Secretary/Administrator)

Apologies: Linda Gaul, Alex Gray (for 4 April), Jim Healy, Alastair MacFadyen

	Decision/Action	Member/s Responsible	Date to be completed
1	Notes of last meeting (18 January 2002): <ul style="list-style-type: none">Note 1 – insert “the question of” before the words “insurance cover”.Note 29 - amend first sentence to read “Future affiliation applications would be considered by the Secretary, and reported to the MB for approval.” Delete second sentence.	E Gray	19 Apr 03
2	With the additions noted at (1), the notes were approved as an accurate record.	N/A	N/A
3	Matters arising: MB 18/1/03, Note 6 – analysis of staff workloads was circulated. Jean Martin would be carrying out staff reviews the following week.	Jean Martin	11 Apr 03
4	Matters arising: MB 18/1/03, Note 16 Working with Children – registration application with Scottish body had been submitted, and registration with English body still to be done.	E Gray	30 Apr 03
5	Matters arising: MB 18/1/03, Note 35 PEL – letter sent to Kim Howells, and information to Branches and Affiliated Groups. Standard response was received, confirming that community halls and places of worship would be exempt from legislation.	E Gray	5 Feb 03
6	Matters arising: MB 18/1/03, Note 44 Building – permission would not be given to remove the stair, but it would be improved. Grant Bulloch was about to take the project to building control stage. It was hoped to have estimates by the next meeting.	S Adam	14 June
7	Matters arising: MB 18/1/03, Note 12 – draft Code of Conduct for Management Committees was produced, and had been considered by Membership Services. E&T; GP&F to do so at their next meetings	A Gray, R Turnbull	
8	Matters arising: MB 18/1/03, Note 19/11 –PR & Media training session postponed, new date in Sept/Oct was being sought.	E Watt	
9	Training: the session on charity law had been provided for MB members by Lindsays. Agreed that finance training for MB members not required at the moment.	N/A	N/A
10	Matters arising: MB 18/1/03, Note 5 – no response from the Scottish Charities Office. No further action to be taken at the present time.	N/A	N/A

11	Disciplinary Policy & Procedure: agreed, subject to amendments – <ul style="list-style-type: none"> change “behaviour” to “conduct” throughout delete the final example of gross misconduct under ‘Disciplinary Hearing’, change “1 week” to “seven working days” under ‘Dismissal’, para (ii), delete “normally” under ‘Gross Misconduct’, add words to the effect “during conduct of RSCDS business” 	E Gray	17 Apr 03
12	Grievance Policy & Procedure: agreed, subject to amendment – <ul style="list-style-type: none"> under ‘Appeal’, amend second sentence to “All parties will then be invited to present the case to 5 members of the Management Board not previously involved.” 	E Gray	17 Apr 03
13	Data Protection Policy & Procedure: agreed, subject to amendment – <ul style="list-style-type: none"> add statement regarding access to records and cost of doing so 	E Gray	28 May 03
14	Other points regarding data protection policy: <ul style="list-style-type: none"> confidential reports for examinations - add note that candidates have the right to view these check what information is required to be held on staff PT & TC exams – results are kept indefinitely, but decide how long assessment papers need to be held check how long and for what purpose credit card numbers can legally be held 	Alex Gray E Gray E&T E Gray	31 May 03 May 03 31 May 03 May 03
15	Ask lawyers to check all policies and procedures.	E Gray	
16	Generate an email/web policy.	E Gray, J Martin	28 May 03
17	Report from GP&F Convenor (meeting 1 February 2003): <ol style="list-style-type: none"> John Douglas was appointed substitute in event of Richard Turnbull being unable to attend a MB meeting. VAT position still being negotiated with Customs & Excise. Computer software, and other items, being dealt with as Elspeth Gray’s workload permits. It was hoped to progress at an early date. Expected surplus for current year was in the region of £20,000. Membership figures appear to be down by around 7%. Bulletin production cost still appears high, despite initial rebate on distribution; further investigation required. Status of JMMF is being investigated by Fiona Grant. Liaison with other MC Convenors regarding budgets is ongoing. Costs would be discussed at the next meeting, when decisions would be made regarding distributors’ requests for special terms. Further discussions to take place regarding part-year subscriptions. It was proposed to the MB that the Society’s year end be changed from 30 June to 31 March. Budget for next year was on the agenda for April meeting of GP&F. GP&F were asked to consider further the issue of PPL, eg whether UK Branches should be charged a levy. 	E Gray E Gray GP&F	May 03 26 Apr 03 26 Apr 03
18	The Management Board approved in principle that the year end should be changed to 31 March, and instructed GP&F Committee to deal with the details.	GP&F	
19	All Scroll nominations were approved.		
20	Scroll nomination form to be reviewed and suggestions made for revisions.	I Whyte, A McArthur	28 May 03
21	Report from E&T Convenor (meeting 8 February 2003): <ol style="list-style-type: none"> Youth Director was forming a discussion group to bring forward new ideas. Minimum age at Youth/Easter School to be considered by Working Group arranging next Youth/Easter School. 		

	3) "Report" in Note 12 should be changed to "article"; this was written by Jeremy Hill about childcare facilities during Summer School.		
	4) Reasons for lack of Easter School bookings being reviewed. Discussions were under way with Cambridge Branch about next year's school.		
	5) IVFDF sponsorship for next year had already been requested.		
	6) Group set up to consider methods of paying teachers and musicians; it was hoped a coherent policy would be developed.		
	7) Bruce Frazer would be Organiser of Winter School 2004.		
	8) A scholarship was awarded to the S African candidate, who is coming to Summer School 2003.		
	9) Examiners appointed for all diets in next four months, but there was difficulty finding sufficient reserve examiners.		
	10) Following responses from the 3 Branches, a tour to S Africa was now being planned for September 2003.		
	11) Budget for tours is set at the beginning of the year, and if fares are in line, HQ staff go ahead and make the bookings.		
	12) Potential Examiner Working Group preparing a proposal for next E&T meeting.		
22	"Nomination" form for Youth Director to be circulated with Newsbrief.	E Gray	May 03
23	Clarify the position with individual examiners regarding travel insurance.	E Gray	May 03
24	MB members encouraged to send any suggestions or queries regarding examinations structure or potential examiners to appropriate Working Group (see E&T notes of 8 February).	All to note	
25	Where appropriate, figures should be included in MC notes, although MB members were not expected to concern themselves with the minutiae of MC budgets.	All to note	
26	Report from MS Convenor (meeting 1 March 2003):		
	1) MB comments on budgets were noted, will be discussed further at next meeting.		
	2) Communication was 'hot topic', but complex – much variation in members' needs and expectations.		
	3) Branches would be encouraged to produce a newsletter, and advice/suggestions were being prepared.		
	4) Need to ensure a regular timetable for the Newsbrief, publicise it to members, and encourage Branches to pass them on to members.		
	5) Hamlyn's sponsorship to be continued for another year - £2,000.		
	6) Filming of MacNab dances postponed until 28 September 2003.		
	7) Book 44 submissions to be distributed to variety of Branches/groups worldwide to dance through and grade.		
	8) Marketing Working Group to meet in May.		
	9) MS Committee recommended that from Book 43 on, dances beginning with 3 rd and 4 th couples on opposite sides of set would start with one chord only.		
27	With regard to Note 26/9 above, it was agreed that such a 'policy' decision should not be made solely by a Management Committee. A remit would be given to the Manual Working Group to consider the issue at their next meeting and give a recommendation to the MB.	Manual Review WG	10 Apr 03
28	Whatever was decided re Note 27 above, an article should be included in the Bulletin.	A Kellett, E Gray	31 May 03
29	Bruce Frazer reported that work on the Manual review was progressing well, but it was unlikely that the deadline of May 03 would be met.	A MacFadyen	
30	Copy of latest version of Manual to be sent to each examiner.	E Gray	May 03
31	Derek Haynes recent 'Index Guide for Progressive Teaching' recommended for ideas re formations.	I Bennett	24 May 03

32	Include note in Newsbrief to inform members that subscription copies scheduled to be with Branches before Summer School.	E Gray	May 03
33	Donna Robinson would attend the next MS meeting to discuss 'Dance Details'.	I Bennett	May 03
34	Malcolm Brown to supply spreadsheet with original tunes details.	M Brown	Apr 03
35	Clarified that MS 1/3/03 Note 34 Archiving of Material - referred specifically to records of Executive Council and committee meetings.	J Healy, E Gray	
36	Constitution Review Working Group:		
	1) Agreed that document produced was a considerable improvement and was approved in principle.		
	2) David Reith had confirmed there was no reason why employees should not be Society members.		
	3) A number of amendments to the draft paper were agreed (see attached).		
	4) Discussion regarding rotation of Convenors: one suggestion was after 3-year period, extend the term of one current Convenor for 1 year, and that of another for 2 years. Another suggestion was to extend one Convenor's term for 1 year, and elect a new Convenor for 2 years. Agreed Jean Martin to discuss with Convenors and report back.	J Martin	28 May 03
	5) Discussion regarding wording on voting to include ballot at meeting; Working Group to consider VII, (ii) Motions, para 3, further.	W Nicol, A Smith	28 May 03
	6) Office-Bearers of the Society agreed as: President, Chairman and Chairman Elect. There was no need to have a separate definition of office-bearers of the MB.		
	7) Agreed MB and MC duties and responsibilities should be in Rules.		
	8) Review numbering of section VI (Management Structure) to make clearer.	W Nicol, A Smith	28 May 03
	9) Appeal Committee (referred to in IV, 7) – ensure this is made clear in Rules	W Nicol, A Smith	28 May 03
37	Membership Structure Working Group:		
	There was a wide-ranging discussion. Key points:		
	1) Find out why HQ members choose to be so, and if interested in eg HQ "Branch" (see Note 48 also).		
	2) If going to the membership with options, need to decide <ul style="list-style-type: none"> • which options • how • when (any proposal to this year's AGM needs to be finalised at June meeting) 		
	3) Consider reinstating long-term membership.		
38	Website Working Group:		
	1) Ian Brockbank had been paid to carry out development work on the website, and the first phase was now complete.		
	2) MB to be given URL and passwords for members' area.	E Gray	9 Apr 03
	3) Branches to be advised in next mailing and site will then go live.	E Gray	22 Apr 03
	4) Ask Branches for summary of Branch reports, to display on website.	E Gray	22 Apr 03
	5) Elspeth and June had undergone FrontPage and Acrobat training, and once they had a short session with Ian Brockbank and the new site was live, routine updating would be done from HQ.		
	6) After suitable period, once responses to new site received, further work will be undertaken.		
39	Strategic Plan – New Objectives Working Group:		
	1) The proposed objectives for the Strategic Plan were agreed; MB and Constitution Working Group to consider at more length whether to replace the current 5 objects in Constitution.	All to note	
	2) Each Management Committee to produce short summary on priorities for the coming year.	MC Convenors	

3)	SP-NO WG to reconsider proposed goals, taking into account different opinions regarding targets.	SP-NO WG	
4)	Other suggestions to be considered: <ul style="list-style-type: none"> • Business Plan section - add number 4, Branches (eg increase membership, produce newsletter etc) • amend Licence – what the Society expects of Branches • produce ‘Good Practice Guide’ for Branches • ask Branches for ideas 		
5)	Working Group to report back to next meeting.	SP-NO WG	28 May 03
40	AGM Sub-Committee:		
1)	Some matters were discussed on 15 March because the Chairman, Chairman Elect, Jim Healy and Elspeth Gray were all at HQ.		
2)	Letter from BHS Border Branch re Branch Forum was ready to go out	E Gray	Apr 03
3)	Tickets at AGM 2003 would be £13 (Ball) and £11 (dance).		
4)	Investigate whether space would be available for HQ members to meet at the AGM.	E Gray	May 03
41	AGM Future:		
1)	Malcolm Brown’s paper, previously circulated, was discussed.		
2)	David Reith’s clear advice was that the AGM should be held in Scotland.		
3)	Suggested that, if split into two events, the second (non-AGM) event could be a “conference weekend”, moving round the world.		
4)	Agreed that catering at Ball/dance need not be included.		
5)	Suggested that something could be arranged for the Sunday morning.		
6)	AGM Future Working Group to meet to discuss further.		
7)	Feed back above agreements/suggestions to Edinburgh Branch.	S Adam	
42	Schedule of meetings 2003-04: Draft circulated, to be agreed at the next meeting.		
43	Application for affiliation: approved - <ul style="list-style-type: none"> • Waltham Scottish Country Dance Group 		
44	Society and other honours: ‘Reward structure’ to be on agenda for next meeting. The suggestion put to this meeting to be decided in June.		
45	Nova Scotia Branch: Response had been sent to correspondence regarding an internal Branch matter.		
46	Potential new Branch: Agreed to suggest ‘John Muir Branch (Oregon)’. * <i>see note below</i>	E Gray	15 Apr 03
47	Bulletin 2003: Andrew Kellett updated the MB on plans for this year’s Bulletin, including contributions from overseas. It was suggested the summary accounts could be sent later, with a Newsbrief, which would allow earlier distribution of the Bulletin. All members to consider proposals, particularly suggestions for an image for the front cover, especially photos of young dancers.	All	
48	Communication with Branches: Under the current Constitution, the only way to allow HQ members a voice at this year’s AGM would be to form a Branch. Susi Mayr proposed that a note be included in the Newsbrief outlining the idea and inviting responses (from Branches as well as HQ members). Agreed that this could be done, wording to be agreed. Peter Clark’s proposal to be discussed at next meeting.	S Mayr, E Gray, J Martin	May 03
49	Date of next meeting: Saturday 14 June 2003.		

* *Post-meeting note: should be ‘John Muir Branch (Wisconsin)’, Oregon here refers to a town, not state*

Enclosures

- 1 Slides of Lindsays' presentations (L Gaul, A Gray, J Healy, A MacFadyen only)
- 2 Constitution draft, showing revisions agreed during meeting
- 3 Papers tabled at meeting (L Gaul, J Healy, A MacFadyen only)
 - Income & Expenditure account to 31 December 2002
 - HQ workload analysis
 - Paper re rotation of Convenors (from A Smith)
 - Branch questionnaire analysis (from A Smith)
 - Paper re Branch issues (from A Smith)
 - Resolution from Vancouver Branch
- 4 Disciplinary Policy & Procedure, including revisions agreed during meeting
- 5 Grievance Policy & Procedure, including revisions agreed during meeting
- 6 Note from Jean Martin



circulated.

The Royal Scottish Country Dance Society

MANAGEMENT BOARD MEETING

Saturday 14 June 2003
RSCDS Headquarters, 12 Coates Crescent, Edinburgh
at 10.30am

AGENDA

Enclosures

- 1 Apologies
- 2 Notes of meeting of 4 & 5 April 2003 *(previously circulated)*
- 3 Matters arising from notes not listed elsewhere
 - 3.1 Policies required for CRBS registration (4&5 April, Note 4) * *(to be tabled)*
 - 3.2 Email/web policy (4&5 April, Note 16)
 - 3.3 Scroll nomination form (4&5 April, Note 20) * *Revised form*
 - 3.4 Website (4&5 April, Note 38) *Working Group report*
 - 3.5 Schedule of meetings 2003/04 (4&5 April, Note 42)
 - 3.6 Reward structure (4&5 April, Note 44)
 - 3.7 Bulletin (4&5 April, Note 47)
 - 3.8 Inland Revenue recognition
- 4 Constitution *Draft paper*
 - 4.1 Rotation of Convenors
- 5 Communication with Branches/Members *(Peter Clark's paper, previously circulated)*
- 6 Membership Structure *Working Group Report No. 3*
(inc discussion of potential "International Branch")
 - Bruce Frazer suggestions*
 - Letter from Keith Napier*
 - Letter from Andrew Smith*
- 7 Future AGMs *Working Group report*
- 8 Strategic Plan – New Objectives
- 9 Building Alterations *Progress report*
- 10 Reports from Management Committees
 - 10.1 Membership Services Committee *Notes of 24 May 2003 (to be tabled)*
 - 10.2 General Purposes & Finance Committee *Notes of 26 April 2003*
 - 10.3 Education & Training Committee *Notes of 31 May 2003 (to be tabled)*
- 11 Appointment of Youth Director (1 nomination) *Candidate profile*
- 12 Staff Reviews and Salaries
- 13 Branches
 - 13.1 John Muir Branch (Wisconsin)– application *Application form*
 - 13.2 Teesside Branch *Letter from Branch Secretary*
 - 13.3 Co-ordinating Committee for Northern Ireland * *Meeting of 24 February 2003*
- 14 Affiliated Groups
 - 14.1 Application for affiliation * *Application form*
- 15 START (cross-party parliamentary body) * *Report*
- 16 Any Other Competent Business
- 17 Date of Next 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 Meeting
held on Saturday 14 June 2003 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, Bruce Frazer, Linda Gaul, Dorothy Hamilton, Jim Healy, Jimmie Hill,
Andrew Kellett, Alastair MacFadyen Susanna Mayr, Wilson Nicol, Keith Oughton, Jerome
Reinstein, Andrew Smith, Irene Whyte, Rachel Wilton

In attendance: June Dick (Assistant Secretary)

Apologies: Peter Clark, Ian Hall, Anne McArthur

	Decision/Action	Member/s Responsible	Date to be completed
1	Notes of last meeting (4 & 5 April 2003) had been agreed as a correct record.		
2	Matters Arising Matters arising: MB18/01/03 Central Registered Body in Scotland 1. Two draft papers on Policy had been tabled at the meeting. 2. A letter to be forwarded stating that the all applicants are volunteers and not employed by the Society. The Committee agreed the papers with the above proviso.	E Gray	11/07/03
3	Matters arising: MB 4 & 5/04/03 Note 16 – email/web policy This is still being worked on	E.Gray J Martin	01/08/03
4	Matters arising: MB4 & 4/04/03 Note 20, Scroll nomination form. a) Form to be considered again for any further changes. b) Comments to be forwarded to A McArthur and I Whyte and E Gray.	All	01/08/03
5	Matters arising: MB 4 & 5/04/03 Note 38 Website The first phase is now up and running and has been well received. J Martin recommended changing the access details for members area. This will be done for the next mailing in July	E Gray S Adam	11/07/03
6	Matters arising: MB 4 & 5/04/03 Schedule of Meetings A draft schedule had been distributed previously. Membership Services meeting has been changed from 6 March 2004 to 13 March 2004. With the above change the schedule was agreed.		
7	Matters arising: MB 4 & 5/04/03 Reward Structure a) Agreed to approach UK Branch for support. b) Andrew Kellett agreed to prepare a draft paper on an award strategy.	E Gray A Kellett	

8	<p>Matters Arising: MB 4 & 5/04/03 Bulletin 2003</p> <p>a) Andrew Kellett thanked all who had contributed to the Bulletin and that once E Gray had returned from holiday they would be looking at the content.</p> <p>b) It was agreed that a report of the AGM would be printed in the Bulletin and the full minutes of the meeting would be added as an insert.</p>	A Kellett A Gray	01/08/03
9	<p>Matters Arising: Inland Revenue Constitution</p> <p>Lindsays WS indicated that they had not yet received a formal letter from the Inland Revenue, though it could come to HQ direct.</p>	N/A	
10	<p>Matters Arising: MB 4 & 5/04/03 Manual</p> <p>B Frazer reminded us that the latest version of the Manual was still to be forwarded to Examiners.</p>	E Gray	30/06/03
11	<p>Constitution – document previously circulated.</p> <p>It was agreed that this is a holding document for the MB at this time. Any proposal to change the membership structure would require further amendments, and that would be undertaken before presenting the document to a future AGM.</p> <p>Rules – Similarly no further work will be done on this document at the present time.</p>	N/A	
12	<p>Rotation of Convenors (Constitution (iii) Nominations and Elections)</p> <p>As this was ambiguous it was agreed to following the wording of the Constitution for the present but that the matter be clarified for the 2003 AGM. Any 3 year term of office for a Convenor would start at the time of appointment. Should that occur between AGMs then the appointment could be confirmed at the following AGM.</p>	E Gray J Martin	11/07/03
13	<p>Communication with Branches – Paper by P Clark previously distributed.</p> <p>MB agreed that communication should be through the official body ie HQ and agreed to set up a few ‘helpers’ who can assist E Gray to improve mainstream communication.</p> <p>P Clark was thanked for his work.</p>	E Gray	
14	<p>Membership Structure</p> <p>a) MB agreed that before any decision could be made regarding this clarification was required as to whether the Society is membership organisation or branch organisation.</p> <p>b) It is proposed to take this question to the Open Forum for discussion.</p> <p>c) Jimmie Hill will lead the debate for Branches</p> <p>d) Andrew Smith will lead the debate for Membership.</p> <p>e) A letter will be sent to K Napier explaining the situation regarding Affiliation Groups at the moment.</p>	J Hill A Smith E Gray	31/10/03 11/07/03
15	<p>Future AGM's</p> <p>a) J Healy gave an update on the organisation of the AGM 2003.</p> <p>b) P Clark will co-ordinate stewards etc.</p> <p>c) W Nicol asked if MB members can sit with delegates at AGM and given papers. MB approved but the arrangement to go to AGM sub-committee.</p> <p>AGM 2004</p> <p>a) S Adam advised that so far 2 venues in Edinburgh were being considered. No decision taken so far.</p> <p>b) After a conference call with AGM sub-committee a strategy for AGM 2004 was prepared, with a few amendments this was approved.</p>	E Gray S Adam	11/07/03

16	Strategic Objectives – prepared by J Hill		
	a) MB discussed the paper, and with amendments, agreed the section for Branches could be a guide document.	J Hill	
	b) A copy of this document, once amended, will be forwarded to Branches.	E Gray	19/07/03
17	Building Alterations		
	a) S Adam advised that planning permission has not been obtained for major alterations to the stairs and Building Control has refused to permit the open kitchen details at the downstairs door.		
	b) Because building work is prolific in Edinburgh it may be that estimates will be slightly higher.	S Adam	ASAP
	c) S Adam is pursuing quotations.		
	d) Latest estimates had been previously circulated.		
18	Report from Membership Services Convenor (24 May 2003)		
	a) Manual – A MacFadyen reported that work was progressing. The Manual should be ready by the autumn. There had been a question regarding the 2 chords played at the beginning of each dance, and the Manual Revision Group will recommend the retention of 2 chords.		
	b) Youth meeting with F Turnbull had been productive, various ideas would be passed to the appropriate committees.		
	c) Advice to Branches on how to prepare a newsletter had not yet been completed.		
	d) Book 12 delayed as Bobby Brown had been in a road accident.	I Bennet	
	e) Whether there would be a new book every year would be considered given prevailing circumstances.	S Adam	
	f) Dance Detail Website – Donna Robinson has offered this facility to us and after discussion MB agreed that we should take this project to the next stage of negotiations. It was suggested that the website could be accessed through subscription as it is important that no loss of income results.	R Turnbull	
		J Healy	
19	Report from GP & Finance Convenor (26 April 2003)		
	a) Breakdown of figures to 31 March 2003.		
	b) Question of Vat was ongoing.		
	c) Figures for E & T have been agreed although are subject to adjustment.		
	d) Arrangements are in place to give further information about committee expenditure.		
	e) Training and equipment have been incorporated into the figures provided.		
	f) Subscriptions – recommend this be deferred until reviews are completed.		
	g) Discussion regarding the capital from JMMF. The decision to use interest from this only had been agreed at a previous GP Committee. Agreed that MB could reverse this decision.		
	h) Agreed 31 March as Society financial year end but the subscription year would remain as it is at present.	R Turnbull	
	i) Stock prices and discount changes were agreed in principle.	A Gray	
	j) First time members <u>only</u> would pay half the annual fee if joining after December.		
	k) A procedure has been instigated for the payment of bills.		
	l) Staff salaries for 2003-2004 were agreed and the level of staffing would be reviewed.		
20	Report from E & T Convenor (31 May 2003)		
	a) Paper on proposed procedure for new examiners had been distributed to MB; this was received and a brief discussion followed.		
	b) A Gray reported that a paper was being prepared on procedure for future examinations structures and agreed that MB will be provided with this draft.		

	c) A review board for examinations will be instigated. It was suggested that 3 names are selected from a group of five to deal with issues. d) Role of Youth Director had been clarified. e) Age group for Easter School (or new name) has been agreed at 16-35 with priority given to under 30's. f) Medal tests are ongoing. h) Newsletter ongoing.	A Gray E Gray	
21	Appointment of Youth Director Mrs Sue Porter has been appointed Youth Director and will be advised accordingly	J Dick	20/06/03
22	Branch Application a) John Muir (Wisconsin) Branch has been approved and will be advised. b) Teeside Branch has written to advise they are disbanding. c) The question arose regarding their L/Term and Life members. d) If any funds remain after their expenses have been paid, it has been agreed that 2/3 of the funds go to a children's class run by Terry Chater and the remaining 1/3 to the branch that takes over the L/Term and Life members. e) It was agreed that because membership is under consideration not to approve an International Branch at this time. f) S Mayr agreed to represent HQ members at the Management Board. g) Co-ordinating Committee for Northern Ireland had submitted their minutes of meeting of 24 February to MB for information.	J Dick	30/06/03
23	Affiliated Group Application a) Approval given to Bullocksteads Country Dance Club b) Approval given to Glen Grant Scottish Dancers	J Dick J Dick	30/06/03 30/06/03
24	START S Adam provided information on above. A report is available from HQ for those interested.	N/A	
25	Correspondence A letter had been received from L Gaul resigning from MB because of her new post within the Society. The person elected to fill the vacancy will serve for 2 years. J Martin expressed her appreciation of L Gaul's input to the work of the Board.	E Gray	11/07/03
26	AOCB a) J Martin indicated her desire to continue with Office Bearers' Surgery at Summer School and asked for volunteers to assist. Those available are as follows: b) Stewart Adam Week 1 Susi Mayr Week 1 Wilson Nicol Week 2 Alex Gray Weeks 2 and 4 Jerry Reinstein Week 3 Rachel Wilton Weeks 3 and 4 Richard Turnbull Week 4 J Martin will advise in due course. c) A member of the Society had been invited by Dr J Horobin to attend an awards ceremony in London. R Wilton represented the Society and she was pleased to report that the University of St Andrews accommodation section won their category.	J Martin J Dick J Martin	11/07/03
27	Next Meeting 6 September 2003		



The Royal Scottish Country Dance Society

MANAGEMENT BOARD MEETING

Saturday 6 September 2003
RSCDS Headquarters, 12 Coates Crescent, Edinburgh
at 10.30am

AGENDA

Enclosures

- 1 Apologies
- 2 Conduct of Meetings
- 3 Notes of meeting of 14 June 2003 *Previously circulated*
- 4 Matters arising from notes not listed elsewhere *Previously circulated*
 - 4.1 Scroll nomination form
(Comments by 5 September please, so that it can be finalised at the meeting)
 - 4.2 Website
 - 4.3 Schedule of meetings 2003-04
 - 4.4 Reward structure
 - 4.5 Bulletin
 - 4.6 Inland Revenue
- 5 Reporting of Meetings
- 6 Reports from Management Committees
 - 6.1 Education & Training Committee *Memo from A Gray & paper*
 - 6.1.1 Examinations
 - 6.1.2 ATA
 - 6.2 Membership Services Committee
 - 6.2.1 World Day of Dance
 - 6.3 General Purposes & Finance Committee
- 7 Strategic Plan – New Objectives *to follow*
- 8 Summer School
- 9 Branches *Previously circulated*
 - 9.1 Establishment of Branch *Draft Guide*
 - 9.2 Guide to Branch Administration
- 10 Affiliated Groups *
- 11 Building Alterations
- 12 Annual General Meeting *Draft agenda*
 - 12.1 Draft agenda
 - 12.2 Debate regarding membership
 - 12.3 Annual report
- 13 Any Other Competent Business
- 14 Date of Next 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 business.*



The Royal Scottish Country Dance Society

Notes of meeting of the Management Board held on Saturday 6 September 2003 at 10.30am at 12 Coates Crescent, Edinburgh.

Present: Jean Martin (Chairman and Convenor of meeting)
Stewart Adam (Chairman Elect)
Rosemary Gordon-Harvey (for Convenor, Membership Services Committee)
Alex Gray (Convenor, Education & Training Committee)
Richard Turnbull, (Convenor General Purposes & Finance Committee)

Peter Clark, Bruce Frazer, Linda Gaul, Ian Hall, Dorothy Hamilton, Jimmie Hill, Alastair MacFadyen, Susanna Mayr, Anne McArthur, Wilson Nicol, Keith Oughton, Andrew Smith, Irene Whyte, Rachel Wilton.

In attendance: Elspeth Gray (Secretary)

Apologies: Irene Bennett, Malcolm Brown, Jim Healy, Andrew Kellett, Jerome Reinstein.

	Decision/Action	Member/s Responsible	Date to be completed
1	Conduct of meetings: Where necessary, the Chairman would provide clarification of points under discussion, with a show of hands when necessary.	J Martin	N/A
2	Notes of last meeting (14 June 2003): <ul style="list-style-type: none">Note 20(a) – amend to read “Paper on proposed procedure for new examiners had been distributed to MB; this was received and a brief discussion followed.”Note 26(b) – correct the spelling of Wilson Nicol’s name; add Susi Mayr’s name as being at Summer School week 1Note 26(d) – delete, as it was a repetition of 26(c)	E Gray	19/09/03
3	With the amendments noted at (2), the notes were approved as an accurate record.		
4	Matters arising: MB 14/06/03, Note 25 – confirmed that the replacement for Linda Gaul, to serve 2 years, would be the person elected with the least number of votes of the seven elected at the AGM.		
5	Matters arising: MB 14/06/03, Note 4 – suggested revisions to scroll nomination form would be made and the final version circulated.	E Gray	26/09/03
6	Matters arising: MB 14/06/03, Note 5 – Malcolm Brown’s note of meeting with Donna Robinson re DanceDetails was circulated. Agreed it was a priority to investigate the possibilities/costs of alternative website hosts/providers.	S Adam/ I Brockbank	11/10/03
7	Matters arising: MB 14/06/03, Note 6 –GP&F meeting scheduled for 24 April to be moved to 15 May, no other changes.	E Gray	19/09/03
8	Matters arising: MB 14/06/03, Note 7 – Andrew Kellett’s paper on Award Strategy circulated. Agreed to defer to next meeting.	All to consider	11/10/03
9	Matters arising: MB 14/06/03, Note 8 – Bulletin was progressing well. Alternative quotes for distribution had been sought.		
10	Matters arising: MB 14/06/03, Note 9 – letter received from Inland Revenue confirming their continued recognition of the Society as a charity following changes made to the Constitution in 2001.	N/A	N/A

11	Reporting of meetings: agreed to continue with the format of notes of meeting as currently produced, although noted that references to previous notes should be given where necessary and sufficient information given to allow those not present to understand the points made. It was planned to distribute the next Management Board report by email to those who had requested it.	E Gray	
12	Report from MS Convenor substitute (meeting 23 August 2003): 1) World Day of Dance attracted around 1,400 participants. 2) PR & Media training confirmed for 16 November 03, course full. 3) Apologies for delay in producing CD of Book 43, will be available by end September. 4) Excellent response to distributing dances for Book 44 to Branches round the world to dance through & evaluate. 5) Jimmie Hill had given a very informative and useful presentation on book production and publishing. 6) Malcolm Brown taking forward the DanceDetails project with Donna Robinson. 7) Final filming for MacNab dances video scheduled for end September. 8) Presentation of Golden Jubilee dances made to Her Majesty in June by Elspeth Gray and Alan Macpherson.		
13	Confirmed that the Marketing Working Group's remit included Public Relations. Any suggestions from MB members regarding items for sale should be put to the group (via HQ).	All to consider	
14	Jimmie Hill suggested that the Edinburgh Festival provided an opportunity to introduce Scottish country dancing to people from all over the world.	Mem'ship Services	06/12/03
15	When sending out new members' packs to Branches, a covering note would be included encouraging inclusion of their own/local information.	E Gray	
16	Confirmed that the proposal for a separate book on music was in addition to what was contained in the Manual.		
17	The proposed book on Step Dancing would include all individual leaflets and others, as well as general information. Alastair MacFadyen pointed out that the Hill manuscript was the source of much of this information; a group called "In Step" had intended to publish it a number of years ago, but as nothing had happened, Cdr Myles may now be interested in collaborating with the Society. MS to consider.	I Bennett	06/12/03
18	Agreed that the Music Director should be on MS Committee, not E&T, with the proviso that input to/attendance at E&T would be requested if required.		
19	Report from E&T Convenor (meeting 9 August 2003): <i>Proposed procedure for new examiners (version 2, 8 June 03) –</i> 1) Wording re selection panel to be changed to include an examiner, whether on the committee or not. 2) Training would be only for those selected. Individuals could withdraw at any stage. 3) There was discussion regarding whether examiners should be appointed for a specific period of time, and whether there should be an upper age limit. 4) Agreed that the paper was on the right lines, and that E&T should take it forward, taking on board comments made. <i>Proposed new examination structure (draft, 20 August 03) –</i> 1) Para on page 1 "Proposed Structure" mentions input from tutors, but no mention elsewhere in the paper. 2) Consideration should be given to use of the word "portfolio"; perhaps give an explanation, or change to "record of teaching practice/ experience" 3) There would be a separate proposal regarding an appeals procedure.	A Gray	20/09/03

	4) It was suggested that a pilot scheme could be considered.		
	5) It was hoped the system would be cheaper for candidates than currently, with units 1 and 2 being done locally.		
	6) Other suggestions: the name of unit 1 should be changed from “Theory”; create a bank of questions; provide a graded result rather than pass/fail.		
	7) MB generally approved the principles outlined.		
	8) It was suggested that, in addition to the proposal, there was a need to consider other levels of teaching, or additional training on certain topics.		
20	The MB discussed the issues raised in a letter from Angus Henry. The Board agreed that individual members had the right to choose where they sat exams. They did not feel they could interfere in internal politics between a Branch and the ATA.		
21	Report from GP&F Convenor (meeting 30 August 2003):		
	1) The Society’s position regarding VAT was described at length by the Convenor; it is extremely complex. This year’s accounts show a separate entry for irrecoverable VAT, a large part of which relates to VAT on bills from St Andrews University for Summer School.		
	2) Suzanne Pilley credited for picking up the VAT issue that the experts had not noted.		
	<i>Draft Accounts for year 2002-03 –</i>		
	1) Add to Summer School heading “(excluding irrecoverable VAT)”, or words to that effect.		
	2) Any queries from MB members to be received by Friday 12 September.		
	3) Agreed the accounts to go forward for audit subject to amendments discussed.	M Jeffcoat, E Gray	12/09/03
	4) If any changes were subsequently made, the MB would be informed.		
	5) MB approved the document, subject to successful audit and all of the above points.		
	6) Agreed that MB members, AGM delegates and Branches would be given the full set of accounts.	E Gray	06/10/03
	7) Agreed that a summary would be produced for distribution to membership with the Bulletin, with the same caveats as were included in last year’s summary, and including a note regarding the VAT position with regard to Summer School.	E Gray	06/10/03
	<i>Forecast figures for 2003-04 –</i>		
	1) The budget for 2003-04 was accepted.		
	<i>Note of meeting of 30 August 2003 –</i>		
	1) Noted that costings would be sought for various items of computer equipment.		
	2) It was agreed in principle that it was acceptable for the capital of the Jean Milligan Memorial Fund to be used for a special project, always subject to individual consideration by the Board.		
	3) With regard to the proposal to carry out job evaluations, the Society’s accountants could be approached.		
	4) Note 12 – date to be amended to 15 November.	S Pilley	
22	Strategic Plan – New Objectives Working Group:		
	1) Amend “business plans” to “priorities”.		
	2) Jimmie Hill to re-word document as discussed and circulate.	J Hill	12/09/03
	3) MB was happy with the document, incorporating changes discussed.		
23	Summer School		
	1) Jean Martin, Richard Turnbull and Elspeth Gray had met with John Horobin (Head of Conference & Group Services at St Andrews University) to discuss complaints regarding accommodation etc. He agreed to take issues raised to management; to ensure the fire alarm		

	system is checked and to inform us of the reason for any false alarms in future; to peg their charges for University Hall for 2004.	E Gray	15/11/03
2)	Linda Gaul is considering operating Summer School 2004 as 4 x one-week courses.		
3)	E&T plan to have a session devoted to Summer School, probably in November.	L Gaul/E&T	29/11/03
24	Branches Following lengthy discussion regarding requirements for Branch formation:		
	<ul style="list-style-type: none"> change wording on application form to “would normally expect the Branch to have 2 teachers”. suggested that Branch application form should be “softened”, and groups should be asked why they want to form a Branch. add postal voting to schedule. all to consider and submit comments within 2 weeks. 	All	19/09/03
25	Applications for affiliation: approved		
	<ul style="list-style-type: none"> Ballymena Scottish Country Dance Group, N Ireland Banchory Scottish Dancing Club, Scotland 	E Gray	11/10/03
26	Building alterations 2 estimates had been received, and a comparison was tabled. Stewart Adam given permission to negotiate with Mr Martin, and to inform the MB of progress.	S Adam	11/10/03
27	Annual General Meeting		
	<ul style="list-style-type: none"> No motions had been received from Branches. Amend item 10.3 – 4 members required for E&T. MS and E&T Committees to consider topics for the Branch Forum. Chairman & Chairman Elect to discuss points to be made in introduction to “Floor is Yours” discussions re membership, to bring to MB in October Secretary to deliver Annual Report at AGM, a distillation of main points of Convenors’ reports and especially of the Trustees’ report, and include plans for future MB members to receive same information as delegates, and to be admitted to the AGM 	E Gray MS and E&T J Martin, S Adam E Gray E Gray, AGM WG	06/10/03 30/09/03 11/10/03 01/11/03 06/10/03
28	Any Other Competent Business Letter from J Greene regarding non-members attending AGM events: respond that would be difficult to police, and not critical as long as members get tickets.	E Gray	20/09/03
29	Date of next meeting: Saturday 11 October 2003.		



The Royal Scottish Country Dance Society

MANAGEMENT BOARD MEETING

Saturday 11 October 2003
RSCDS Headquarters, 12 Coates Crescent, Edinburgh
at 10.30am

AGENDA

Enclosures

- 1 **Apologies**
- 2 **Notes of meeting of 6 September 2003** *Previously circulated*
- 3 **Matters arising from Notes not listed elsewhere**
 - 3.1 Strategic Plan *Previously circulated*
 - 3.2 Scroll nomination form *Revised form*
 - 3.3 Guide to Branch Administration
 - 3.4 Branch application form *Draft revised form*
- 4 **Management Board Procedures**
 - 4.1 Membership Services Committee
 - 4.2 General Purposes & Finance Committee
 - 4.3 Education & Training Committee
 - 4.3.1 Note of meeting of 20 September 2003
 - 4.3.2 Procedure for Appointment of Examiners *Draft paper*
 - 4.3.3 Children's Medal Tests *Syllabus*
 - 4.3.4 Child Protection Policy (for information) *Policy*
- 5 **Website**
 - 5.1 DanceDetails – update by Malcolm Brown *Report previously circulated*
 - 5.2 Website provider
- 6 **Award Strategy** *Paper by Andrew Kellett previously circulated*
- 7 **Building Alterations**
Update by Stewart Adam
- 8 **Annual General Meeting**
 - 8.1 Introduction to debate – Jean Martin/Stewart Adam
 - 8.2 Follow-up to membership debate *Proposal from Keith Oughton*
- 9 **Review of period since November 2002**
- 10 **Priorities for 2003-04**
- 11 **Any Other Competent Business**
- 12 **Date of Next 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 business.



The Royal Scottish Country Dance Society

Notes of meeting of the Management Board held on Saturday 11 October 2003 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, Linda Gaul, Ian Hall, Dorothy Hamilton, Jim Healy, Jimmie Hill, Andrew Kellett, Alastair MacFadyen, Susanna Mayr, Anne McArthur, Wilson Nicol, Keith Oughton, Jerome Reinstein, Andrew Smith, Irene Whyte, Rachel Wilton.

In attendance: Elspeth Gray (Secretary)

Apologies: Bruce Frazer

	Decision/Action	Member/s Responsible	Date to be completed
1	Notes of meeting of 6 September 2003: <ul style="list-style-type: none">Note 4 – amend to read “confirmed that the replacement for Linda Gaul, to serve 2 years, would be the person elected with the least number of votes of the seven elected at the AGM.”Note 21, section re Note of GP&F meeting of 30 August 2003, point 2 – amend to read “It was agreed in principle that it was acceptable for the capital of the Jean Milligan Memorial Fund to be used for a special project, always subject to individual consideration by the Board.”	E Gray E Gray	25/10/03 25/10/03
2	With the amendments noted at 1 above, the Notes were approved as an accurate record.		
3	Matters arising: MB 06/09/03, Note 22 – agreed to put Strategic Plan on website, include introductory piece to set context.	E Gray	25/10/03
4	Matters arising: MB 06/09/03, Note 5 – minor changes to Scroll nomination form were agreed.	E Gray	25/10/03
5	Matters arising: MB 06/09/03, Note 24 – agreed to circulate Guide to Branch Administration to Branches when complete, with letter to explain context. Agreed to put planner on website, with note explaining Branch secretaries have been given the Guide to BA, which is available from Headquarters.	E Gray E Gray	15/11/03 15/11/03
6	Matters arising: MB 06/09/03, Note 24 – minor changes to Branch application form agreed.	E Gray	25/10/03
7	Matters arising: MB 06/09/03, Note 20 – Susie Mayr reported that Angus Henry felt his concerns had not been fully understood; this would be reconsidered.	J Martin/ A Gray	31/10/03
8	Report from MS Convenor: <ol style="list-style-type: none">CD of Book 43 now availableBook 44 dances finalised, would be 10 in book. Robert Whitehead to record CD.MacNab Dances video recording had taken place.		

	4) CD of Book 12 (Bobby Brown) would be ready for AGM. Check if time to get agreement to quote from his letter on CD inlay.	E Gray	13/10/03
9	It was suggested that, whether the Society was member- or Branch-based, there was a duty to communicate with members, and that a communications strategy would be helpful. Wilson Nicol to write a briefing paper for next MS Committee meeting to consider.	W Nicol	31/10/03
10	Report from GP&F Convenor:		
	1) Minor changes had been made to the narrative since the last meeting, and the accounts had now been finalised (copies circulated). One amendment had been because of the VAT issue, which had not yet been resolved.		
	2) Projections were presented to the last MB meeting; these may have to be amended depending on outcome of VAT issue.		
	3) Because a large part of the VAT issue concerns Summer School, it is difficult to set fees for 2004 until resolved.		
	4) The Convenor had received a detailed submission requesting funding for the costs of the Young Dancers' Tests medals and certificates.		
11	Peter Clark noted that the Constitution requires a report to the AGM outlining plans for the coming year; it was confirmed this would be included in the Secretary's report.	E Gray	01/11/03
12	Report from E&T Convenor (meeting 20 September 2003):		
	1) E&T Notes, 20/09/03, Note 2 – should read “Examiners’ Seminar”.		
	2) E&T Notes, 20/09/03, Note 4 – Jean Martin noted that the list of Cultural Co-ordinators would only be released when all were appointed, probably within 2/3 weeks.		
13	The Youth Group had suggested creation of “Teaching Notes”, basic notes/guidance for young people with only little experience asked to teach groups.		
14	The Management Board recorded their thanks for the sterling work done by Fiona Turnbull in her term as first Youth Director: dramatic results had been achieved.		
15	The Committee had not been able to conclude work on proposed new Examinations Structure due to shortage of time; it would be a priority at next meeting of Education & Training Committee.	A Gray	29/11/03
16	Jimmie Hill proposed that, if exam candidates were graded well in the written and dancing elements but not teaching, in future they should only resit that part of the exam. Jerry Reinstein seconded. Following lengthy discussion, agreed to remit to E&T to consider the proposal further, including, if applied, what the retrospective cut-off date should be.	A Gray	29/11/03
17	Linda Gaul reported on <i>Summer School 2004</i> :		
	<ul style="list-style-type: none"> • Fliers to be produced in glossy format, used as advertising tool. Agreed cost to be met from advertising budget. 	R Turnbull	25/10/03
	<ul style="list-style-type: none"> • Information booklet to be upgraded • Final information leaflet to be produced in-house, in day-per-page format, one per week • There will be 4 x one-week courses • Agreed omit paragraph on refunds from flier; Linda Gaul to consider further, and discuss with GP&F 	L Gaul/ R Turnbull	25/10/03
	<ul style="list-style-type: none"> • On a proposal from Wilson Nicol, seconded by Andrew Smith, agreed Summer School should be open to non-members on following basis – <ul style="list-style-type: none"> • quote a basic fee rate • give members a discounted rate • give discount for early payment • cut-off date for members & early payment discounts to be same • E&T and Schools Working Group to work on details • MB members to submit any comments on Summer School and its 	A Gray/ L Gaul	29/11/03

	organisation for consideration at E&T meeting 29 November – send to June Dick by 1 week beforehand.	MB members	22/11/03
	<ul style="list-style-type: none"> Put note on website welcoming suggestions, similar deadline Deal with Winter School on same basis as above 	E Gray	15/10/03
18	There was a requirement to nominate 2 MB members to Review Panel (to investigate queries following exams). Agreed as no exams imminent, would be done at first MB meeting after AGM.	E Gray for agenda	15/11/03
19	The Management Board recorded thanks to Johan MacLean for her superb contribution as Summer School Director.		
20	Letters to be sent to Fiona Turnbull and Johan MacLean on behalf of MB.	E Gray	15/10/03
21	With regard to E&T 20 September 2003, Note 18 – confirmed that TAC given choice of examiners, as they usually invite examiners to teach at TAC Summer School.		
22	<i>Proposed Procedure for Appointment of New Examiners, Version 4:</i> amendments agreed - <ul style="list-style-type: none"> 3, Selection Panel – clarify that two persons to be approached = referees 3, Selection Panel – final para, amend ‘referee’ to ‘referees’ 4, Training – second bullet point, agreed report to be written 4, Training – third bullet point, refer to ‘report’ (singular) add section 6, Appointment Period 5, Probation Period – move first sentence to new section 6 		
23	Other points noted: <ul style="list-style-type: none"> Re-appointment would be possible Probation period would finish after examining of PT & TC exams completed and satisfactory reports received Appointment term would start when probation period complete Some of examiners’ training and training for medal test assessors would overlap Agreed to not impose an upper age limit, review in 1/2 years Agreed appointment period to be 7 years after probation, renewable Agreed to proceed on basis agreed and timetable discussed at last meeting 	A Gray	15/11/03
24	<i>Medal Tests for Young Dancers:</i> <ul style="list-style-type: none"> “Assessments and Awards” section would need clarification Several minor amendments noted Submission to JMMF for funding was for £11,000; agreed remit to GP&F to consider how project to be financed Agreed to make leaflet available at AGM, circulate to Branches in November and put on website at same time Noted - Assessors must be briefed not to criticise young dancers’ attire 	R Turnbull S Porter/ F Turnbull E Gray	30/10/03 15/11/03
25	<i>Child Protection Policy:</i> <ul style="list-style-type: none"> Fiona Turnbull and Youth Working Group commended on producing an excellent policy Agreed procedure should allow the possibility of suspending anyone suspected of inappropriate behaviour Logo needed, and consistency in presentation, headings etc to be considered Noted that some Branches wary of running children’s classes; agreed that when circulated to Branches, policy should have covering letter 	F Turnbull	
26	Website Malcolm Brown outlined the current situation regarding DanceDetails, and members viewed the site live. Points made during discussion: <ul style="list-style-type: none"> Investigate SAC grant, but check conditions of funding; concern that 		

	<p>if charge made for access, may not be eligible for grant, also some may not fund if project started</p> <ul style="list-style-type: none"> • Link with Dance Data would be kept • Security “front end” needed • Permission from all devisers would need to be sought • Could make cribs freely available, charge “maintenance fee” for full description • Data input might be done by volunteers • There would be an annual maintenance cost in developing/upgrading the system and software (will get slower if not maintained) • Estimated cost of starting with RSCDS dances only £500 - £1,000 • Need to cost integrated website as well as basic 		
27	<p>Agreed to take the project forward, as a priority for 2004. Agreed to give commitment to Donna Robinson in writing. Dance Details Working Group set up: Malcolm Brown (lead), Jim Healy, Stewart Adam (to also provide link with Ian Brockbank), Susi Mayr, Donna Robinson. Richard Turnbull to be included in financial discussions, Alex Gray willing to be consulted to review work/progress. Remit to GP&F to make allocation of funds for setting up web payment system a priority.</p>	<p>E Gray M Brown E Gray R Turnbull</p>	<p>31/10/03 Ongoing 31/10/03 25/10/03</p>
28	<p>Noted that following his untimely death, Jim Walker’s Dance Events in Scotland website had been taken over by John Sturrock of Cupar. The link from the RSCDS website had been changed. Agreed that for events in rest of UK, RSCDS site should point to London Reel site rather than Ian Brockbank’s (permission to be requested first).</p>	<p>E Gray</p>	<p>25/10/03</p>
29	<p>Award Strategy Andrew Kellett’s paper discussed in detail. Agreed Andrew to produce a draft form that could be used for a “Branch award”, were there to be one. To be discussed and a decision made at next meeting.</p>	<p>A Kellett E Gray for agenda</p>	<p>03/11/03</p>
30	<p>Building Works Following negotiations with Mr Donald Martin, the price was confirmed as approximately £54,000 + VAT. Planning supervision would be required, which Grant Bulloch would be willing to do, cost approximately £500. Agreed to go ahead and complete proposed work. Agreed to remit to GP&F to discuss whether all or some of the expenditure should be capitalised.</p>	<p>S Adam R Turnbull</p>	<p>13/10/03 25/10/03</p>
31	<p>Annual General Meeting Introduction to The Floor is Yours debate outlined, agreed not to suggest a vote. Keith Oughton’s proposal on procedure to follow the discussion agreed, with the addition of putting on website. Keith Oughton and Andrew Kellett volunteered to take notes of discussion. Agreed that in future, the weekend should be called “RSCDS Annual Conference”, with only the meeting itself being the AGM. Confirm to BHS Branch that Susi Mayr would attend Branch Forum as HQ members’ representative. Agreed that MB would consider outcomes of Branch Forum. Noted that need to be stricter on word limits in candidate profiles in future. AGM 2004 would be held in Edinburgh.</p>	<p>E Gray K Oughton/ A Kellett All to note E Gray E Gray</p>	<p>07/11/03 01/11/03 17/10/03 15/11/03 - 15/02/04</p>
32	<p>Review of period since November 2002 Highlights:</p> <ul style="list-style-type: none"> • Website development • Procedure for appointing new examiners 		

	<ul style="list-style-type: none"> • Draft procedure for new examinations structure • Creation of policies, including disclosure, data protection • Medal tests for children • Child protection policy • Consultation with Branches on Book 44 dance selection • Planning of Annual Conference and AGM • Progress on refurbishment of building • Strategic plan • Membership working group (ongoing) • Manual revision well advanced • Schools • Groundwork on Constitution 		
33	There would be a Newsbrief in the New Year, when information will be distributed on the proposed examination structure.	E Gray	
34	<p>Priorities for 2003-04</p> <ul style="list-style-type: none"> • Dance Details website • Selling RSCDS goods on website • Membership and communication • Policies: Schools, email/internet, other desirable Human Resources policies • Publicity and marketing • MacNab dances video • Succession planning for staff • Management Committee priorities as outlined in Strategic Plan. • (2003-04 and beyond) – archive displays etc in basement 		
35	It was suggested that MB should focus more on getting more people dancing and on increasing membership.	All	14/02/03
36	Agreed that all should email/send their own view of priorities for the MB to Elspeth.	All	24/10/03
37	<p>Any Other Competent Business</p> <ol style="list-style-type: none"> 1. Vancouver Branch's comments on speed of response to requests from Branches noted. Acknowledged that requests had been unrealistic at times; in future a 2-month turn-round would be the aim, with email used for urgent matters (giving reasons for urgency). 2. Licensing Bill – comments printed in "Making Music News" noted. The next stage would be the guidance that government would issue to licensing authorities, and how that guidance would be interpreted. 3. Scottish Traditional Music Awards – remit to Marketing Group to consider sponsorship of one of these awards. 4. START – all to send suggestions for lobbying paper for Minister to Stewart Adam. 5. Ian Hall reported briefly on his South Africa tour. 6. Two applications for affiliation were approved: <ul style="list-style-type: none"> • Caerleol Scottish Country Dance Group (England) • Thurso Scottish Country Dance Club (Scotland) 	E Gray	25/10/03
		E Gray	25/10/03
		All	17/10/03
		E Gray	25/10/03
		"	"
38	<p>Next meeting</p> <p>Jean Martin thanked all members of the MB for their hard work throughout the year. She thanked Linda Gaul, who was stepping down from the Board, and noted that others may not be returning. She offered good wishes to all those standing for election.</p> <p>The next meeting would be on Saturday 15 November 2003.</p>		



The Royal Scottish Country Dance Society

MANAGEMENT BOARD MEETING

Saturday 15 November 2003
RSCDS Headquarters, 12 Coates Crescent, Edinburgh
at 10.30am

AGENDA

Enclosures

- 1 Apologies
- 2 Notes of meeting of 11 October 2003 *Previously circulated*
- 3 Matters arising from Notes not listed elsewhere
 - 3.1 Website (including DanceDetails)
 - 3.2 SAC Funding
 - 3.3 Building works
- 4 Management Committees *Note of meeting of 25 October 2003*
 - 4.1 General Purposes & Finance Committee
 - 4.2 Education & Training Committee
 - 4.2.1 Nominate 2 MB members to Review Panel
 - 4.3 Membership Services Committee
 - 4.4 Inter-Committee communication
- 5 Award Strategy
- 6 Communication *Paper – W Nicol*
- 7 Bulletin & Newsbrief
- 8 Annual General Meeting *Papers – J Hill, A Smith; Notes of points raised*
 - 8.1 Branch Forum – Issues Arising
 - 8.2 Membership Debate
 - 8.3 Voting Procedures
 - 8.4 Duties – Allocation of tasks
 - 8.5 Venue – 2005
- 9 Priorities for 2003-04
- 10 Any Other Competent Business
- 11 Date of Next 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 business.



The Royal Scottish Country Dance Society

Notes of meeting of the Management Board held on Saturday 15 November 2003 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)
John Douglas (for Convenor, General Purposes & Finance Committee)

Malcolm Brown, Peter Clark, Christina France, Bruce Frazer, Ian Hall, Dorothy Hamilton, Jim Healy, Andrew Kellett, Alastair MacFadyen, Anne McArthur, Keith Oughton, Jerome Reinstein, Andrew Smith, Irene Whyte, Rachel Wilton.

In attendance: Elspeth Gray (Secretary), Marilyn Jeffcoat (Treasurer) (part)

Apologies: Jimmie Hill, Susi Mayr, Wilson Nicol, Richard Turnbull.

	Decision/Action	Member/s Responsible	Date to be completed
1	The Chairman welcomed Christina France as a new member of the Board, and John Douglas who was representing General Purposes & Finance Committee for Richard Turnbull.		
2	Notes of meeting of 11 October 2003: <ul style="list-style-type: none">Note 15 – add “of Education & Training Committee” after “next meeting”.Note 31 – add that AGM 2004 would be held in Edinburgh.Note 35 – amend completion date to 14/02/04	E Gray	28/11/03
3	With the amendments noted at 2 above, the Notes were approved as an accurate record.		
4	Matters arising: MB 11/10/03, Note 3 – Noted that a number of items had not yet been put on the website, but that all of these things did take time.	E Gray	12/12/03
5	Matters arising: MB 11/10/03, Note 26 – Donna Robinson had been out of the country so had had little time to progress DanceDetails. Elspeth to put around 160 RSCDS dances that she did not have descriptions for on disk and send them to her. The current introduction was not felt to be suitable; agreed to email the first chapter of the Manual for possible use instead. Richard Turnbull was investigating SAC funding for the project; submission dates for funding applications 2004-05 would be established.	E Gray E Gray R Turnbull	28/11/03 28/11/03 19/12/03
6	Matters arising: MB 11/10/03, Note 30 – building work had started. Grant Bulloch would be supervising and carrying out site visits. Stewart Adam would monitor costs closely. MB had remitted to GP&F whether to capitalise all or part of building work. Would be taken to next meeting, and reported back to MB in February.	R Turnbull	31/01/04
7	Matters arising: MB 11/10/03, Note 37.4 – the meeting with the Minister, Frank McAveety, had taken place. A paper on culture was being developed by the Executive and would be issued next year.	N/A	

	Agreed to remit to Marketing Group to consider funding of an award at the Scottish Traditional Music Awards. Culture Co-ordinators had not yet all been appointed.	E Gray	28/11/03
8	It was queried whether the Society could be more proactive, and promote taster sessions during the Festival, at the airport etc.	I Bennett	As appropriate
9	Matters arising: MB 11/10/03, Note 17, first bullet point – Clarified that the glossy format brochures for Summer School were for distribution outwith Branches, used as a marketing tool to attract people not currently aware of the School.	L Gaul/ I Bennett	As appropriate
10	VAT The Treasurer reported on the VAT situation. An expert – Bill Ferguson of Scott Moncrieff – was appointed in February. He indicated that he would have negotiations completed by the time he retired in April, but this was not the case. He then said he would stay on to complete the work, which was then requested for the year end in June, but again this did not happen. Marilyn Jeffcoat and Richard Turnbull were still assured everything was going according to plan; it was only in October that Customs & Excise appeared to be disputing the proposals. C&E agree that subscriptions were part zero-rated, and the rest exempt, ie no VAT should be paid. The issue was how much input VAT could be reclaimed. C&E said none of Summer School VAT could be reclaimed. A second opinion had been sought – David Collier of Chiene & Tait – and had identified another possible way of dealing with VAT. There were 5 possible approaches. When Richard Turnbull returned from holiday, he would meet with the Treasurer, Chairman and Secretary to discuss the way forward, possibly negotiating directly with C&E. Mrs Jeffcoat confirmed that a determination had been made, and clarified the difference between an appeal (local consideration) and an Appeal (involving tribunal, solicitors, etc). The VAT shown on I&E account to 30/09/03 reflected the fact that figures had been prepared on the basis that the rules would be different from last year, and represented a “worst case” scenario.		
	MB meeting in February would be the target for resolution of the issue.	M Jeffcoat/ R Turnbull	31/01/04
11	Report from GP&F Convenor substitute (meeting 25 October 2003):		
	1) Agreed that in future, every attempt would be made to distribute I&E figures prior to the MB meeting.		
	2) Noted that first quarter figures for subscription income were not helpful, as most arrived in second or third quarter.		
	3) It was noted that there was a difference of £3,000 in budget from previously. Reason to be emailed.	M Jeffcoat	28/11/03
	4) John Douglas had proposed to GP&F that Branch discount be raised to 15%, member’s discount stay at 10%, and have only one level of volume discount, 10% for orders over £250. MB agreed the increase in Branch discount, but recommended that GP&F consider whether volume discounts at £100 (5%), £250 (10%) and £1,000 were the right levels. Revised discounts would be effective from 1 April 2004.	R Turnbull	31/01/04
	5) Re GP&F Notes of 25/10/03, note 7, final bullet point – it was suggested that the Society could consider providing a set of books to newly qualified teachers. Not agreed, note stands.		
	6) Re GP&F Notes of 25/10/03, note 10, 2 nd bullet point – confirmed that GP&F made financial decisions, MB’s role was to ratify.		
	7) Agreed that in future, Report of MB meetings would be circulated to members of all 3 Management Committees.	E Gray	N/A
	8) Jean Martin reported on staff salaries benchmarking exercise, and a		

	proposal was made on the salary of the Assistant Secretary. Agreed that, with Richard Turnbull's agreement, this would be implemented and backdated to July 2003 (see paper apart).	R Turnbull E Gray	28/11/03
	9) GP&F to be asked to clarify the outcomes re (a) Treasurer's role; (b) Committee responsibility for expenditure and budget monitoring; and (c) consideration of levying a charge to UK Branches for PPL cover.	R Turnbull	31/01/04
12	Report from E&T Convenor:		
	1) No meeting since last MB, two to be held before next MB.		
	2) There was a need to clarify the roles of both Schools Director and Youth Director, and how working groups feed back to E&T and then to the MB.		
	3) Review Panel (see MB Notes 11 Oct 03, note 18) required two MB members – Malcolm Brown and Anne McArthur agreed. Noted that confidentiality in discussing matters that might be raised <u>was absolute</u> .		
	4) Noted that Spring Fling flier suggestion to ask Branches for financial assistance implied that it would automatically be agreed, which was not the case. Reference in flier to "old folks" had caused some offence. Agreed that diplomacy required in wording.	S Porter	As appropriate
13	Report from MS Convenor:		
	1) No meeting since August, next in December.		
	2) MS asked to consider distribution of Youth News; it was suggested they did not always reach the right person, and there were areas where there were no Branches. Could be sent to eg PE Visiting Teacher Service in Fife.	I Bennett	06/12/03
14	Award Strategy		
	<i>Branch Award</i>		
	• A majority was in favour of creating a Branch award, for service at Branch level. Would encourage Branches and individuals to "feel good" about themselves and dancing.		
	• Agreed to take forward.		
	• Draft forms to be amended.	J Martin/ E Gray	14/02/04
	• Careful covering letter to Branches would be required.		
15	<i>Scroll "Citations"</i>		
	Noted that citations as currently read out at AGM were too long. Agreed that once nominations decided, nominators would be asked to produce short (300 word) summary for AGM.	E Gray	30/04/04
16	<i>Honours Awards</i>		
	Investigate what awards currently available; noted MBE most likely.	A Kellett	14/02/04
17	Communication		
	• Working Group set up to develop a publications policy (see foot); to produce a discussion document for next meeting.	Pubs. Policy WG	14/02/04
	• Need to consider purpose of publications; who we should be communicating with; what we want to tell members.		
	• Policy could be short/medium/long-term.		
	• Creation of a publications policy would then support the development of an overall communications policy/strategy.		
18	Agreed that investigating the cost of setting up an entire membership database would be remitted to GP&F.	R Turnbull	31/01/04
19	Annual General Meeting		
	<i>Branch Forum Report</i>		
	• Points re communication and Branch interaction to be considered by Publications Policy Working Group.	Pubs. Policy WG	14/02/04
	• Points re publications and how they are used to be considered by MS and E&T Committees.	I Bennett A Gray	06/12/03 29/11/03
	• Point re possible production of a film to be considered by MS.	I Bennett	06/12/03

	<ul style="list-style-type: none"> Committees to feed back to MB on any action taken in connection with issues raised at Forum. 	Convenors E Gray	03/04/04
	<ul style="list-style-type: none"> Report to be put on website. 		
	<ul style="list-style-type: none"> Stewart Adam to speak to Ian Brockbank re the suggestion for a Branch “zone”, with noticeboard, on website. 	S Adam	14/02/04
21	<i>Branch Forum 2004</i>		
	<ul style="list-style-type: none"> Toronto Branch, with help from Boston Branch, had volunteered to organise the Forum in 2004. Agreed Branches should decide how the next one would be run. Agreed information on Forum (calling for topics/questions) needed to be put out early, ie in Spring. 		
22	<i>The Floor is Yours</i>		
	<ul style="list-style-type: none"> Papers would be circulated as agreed at the last meeting. Covering note to remind readers that it contained the text of a speech rather than a detailed paper, with the purpose of promoting debate rather being a specific argument. 	E Gray	10/12/03
	<ul style="list-style-type: none"> All responses to be distributed to all MB members, by email if possible. 	E Gray	28/02/04
23	<i>Voting procedures</i>		
	<ul style="list-style-type: none"> Add note to AGM minutes explaining the procedure. Retain Branch name on papers, explain they are not recorded. Noted that amendments to Constitution can only be passed by “not less than two thirds of those present and entitled to vote”, ie postal voting would not be possible. Card vote would be required for motions other than voting for elections. 	E Gray "	
24	<i>Allocation of tasks</i>		
	<ul style="list-style-type: none"> List to be produced by end November. 	J Healy	30/11/03
	<ul style="list-style-type: none"> Meet with Edinburgh Branch representatives early December. 	E Gray	12/12/03
	<ul style="list-style-type: none"> Clarify with Edinburgh Branch that a number of other Branches would be involved. 	"	"
25	<i>Future Annual Conferences</i>		
	<ul style="list-style-type: none"> “Site visit” to be made to Inverness, which has a hall that would take 600, for 2005 AGM. Noted that Bell’s Sports Centre in Perth would be happy to hold the Annual Conference any year, and have committed cost increases to be held to level of inflation only. Possibly use Perth every second year. The Management Board recorded its thanks to all involved in running a very successful AGM and conference weekend. 	S Adam	14/02/04
	<ul style="list-style-type: none"> AGM Future Working Group to revisit ideas while this year’s experience still fresh. 	AGM Future WG	14/02/04
26	Priorities		
	<ul style="list-style-type: none"> Dance Details – progressing. Website selling – GP&F dealing with. Communication – Publications Policy Working Group set up. MacNab dances video – work on music still to be done. Succession planning – to be done. 	J Martin/EG	14/02/04
	<ul style="list-style-type: none"> Recruitment drive – consider circulating “best practice” guidelines, producing FAQs (frequently asked questions) with responses. 	All	Ongoing
	<ul style="list-style-type: none"> New brochures – existing brochure is not a recruitment brochure, encourages people to dance, not join membership. Any ideas to Irene Bennett for MS to consider. 	All	Ongoing
27	Policies		
	Agreed to create an index of policies.	E Gray	19/12/03
	Agreed to circulate final versions of all policies to all MB members.	"	"

	Check with David Reith that all policies passed to him some time ago are acceptable.	E Gray	19/12/03
28	Affiliations Four applications for affiliation were approved: <ul style="list-style-type: none"> • Flora (Fukuoka, Japan) • Leeds St Columba Scottish Country Dancers (Leeds, England) • Scots Society of St Andrew (Bedford, England) • Colgrain Dancers (Helensburgh, Scotland) 	E Gray	28/11/03
29	Correspondence <ul style="list-style-type: none"> • Letter from John Carswell had been circulated. Many of his suggestions had already been or were being done. • Letter from Ernie Dunster noted. • Susi Mayr's article for San Francisco Branch newsletter circulated and noted. • Emailed letter from Angus Henry would be circulated to members, together with draft response from Chairman. • Email from Jimmie Hill, suggesting an International (or "virtual") Branch, to assist current HQ members. The possibility of an EGM to amend the Constitution to allow HQ members a vote in 2004, was raised. 	J Martin/ E Gray	28/11/03
30	Any Other Competent Business <ul style="list-style-type: none"> • There had been no feedback from the Scottish Charities Office. • Agreed to ask candidates for election to write profiles in the first person. • Agreed to insist that number of words in candidate profiles must be adhered to. • Dates of meetings: further consideration to be given to timings of MB and Committee meetings. Draft to be prepared and circulated to all. When agreed, to be circulated to MCs. • Committees to suggest preferred dates to Elspeth Gray. 	E Gray E Gray J Martin /E Gray Convenors	30/06/04 30/06/04 28/11/03as asap
31	Date of Next Meeting 14 February 2004.		

Publications Policy Working Group

Andrew Kellett
Irene Bennett
Jimmie Hill
Elspeth Gray
(Jean Martin to be consulted)