

**ROYAL SCOTTISH COUNTRY DANCE SOCIETY**  
**MINUTES AND PAPERS OF THE**  
**MANAGEMENT BOARD**

**2005**



# The Royal Scottish Country Dance Society

## MANAGEMENT BOARD MEETING

Saturday, 12 February 2005  
RSCDS Headquarters, 12 Coates Crescent, Edinburgh  
at 10.30am

### AGENDA

#### Enclosures/Papers

- 1 Apologies
- 2 Notes of meeting of 27 November 2004 *Previously circulated*
- 3 Matters arising from notes not listed elsewhere
  - 3.1 Annual Conference/AGM 2005
  - 3.2 Bulletin
  - 3.3 Building work
  - 3.4 Staffing *(reviews Mar/Apr, 04)*
  - 3.5 Sub-Committees/Working Groups *Review of returns on membership issue* *Proposal previously circulated*
- 4 Management Committees *\* Project Ingham.*
  - 4.1 Education & Training Committee
    - 4.1.1 Examinations – current situation
    - 4.1.2 GTC – registration as CPD provider
    - 4.1.3 Examiners' Seminar
  - 4.2 General Purposes & Finance Committee *Note of meeting, 29 January 2005 (to be tabled) Report (to follow)*
    - 4.2.1 Financial Report
    - 4.2.2 VAT
    - 4.2.3 IT office systems
    - 4.2.4 Scrolls of Honour 2005
  - 4.3 Membership Services Committee *Note of meeting, 22 January 2005 (to follow)*
    - 4.3.1 Priorities
    - 4.3.2 Members' magazine
    - 4.3.3 Manual
    - 4.3.4 Live music noise levels
    - 4.3.5 Newsbrief *Branch files report.*
- 5 DanceDetails
- 6 Website
- 7 Members database
  - 7.1 Report on database
  - 7.2 Distribution of new magazine *(what about other indexes + A/Cs).*
- 8 Branches
  - 8.1 Branch Awards update *List of awards since 27 Nov 2004*
  - 8.2 Branch Award principles *Letter from Vancouver Branch*  
*Dumfries Br - revised constitution*



**9 Affiliated Groups**

- 9.1 Questionnaire analysis
- 9.2 Applications for affiliation

*Analysis of Responses paper (K Oughton)*

**10 Any Other Competent Business**

- 10.1 The Scottish Question

*Discussion paper (J Hill)*

*Garden Party.  
Project Insight (J Hill).*

***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.***

*Spring Fling*

*Start time of meeting?*



## The Royal Scottish Country Dance Society

### Notes of meeting of the Management Board held on 12 February 2005 at 10.30am at 12 Coates Crescent, Edinburgh.

- Present:** Stewart Adam (Chairman and Convenor of meeting)  
Irene Bennett (Chairman Elect)  
Alex Gray (Convenor, Education & Training Committee)  
Jim Healy (Convenor, Membership Services Committee)  
Richard Turnbull (Convenor, GP & Finance Committee)  
Malcolm Brown, Peter Clark, Helen Frame, Christina France, Ian Hall, Jimmie Hill, Alastair MacFadyen, Susi Mayr, Anne McArthur, Lorna Ogilvie, Keith Oughton, Jerome Reinstein, Andrew Smith, Irene Whyte, Rachel Wilton.
- In attendance:** Elspeth Gray (Secretary).
- Apologies:** Ruth Beattie, Marjorie Hume.

	Decision/Action	Member/s Responsible	Date to be completed
	The Chairman welcomed Lorna Ogilvie to her first meeting.		
1	<b>Notes of meeting of 27 November 2004</b> were approved as an accurate record.		
2	<b>Matters arising:</b> <ul style="list-style-type: none"> <li>• <i>MB 27/11/04, Note 18</i> – Confirmed that responsibility for maintenance of database transfers to MS after June 2005.</li> <li>• <i>MB 27/11/04, Note 16, point 1</i> – Following the E&amp;T meeting referred to in the footnote, the Chairman and Convenors of E&amp;T and GP&amp;F agreed to leave exam fees at £7 for each unit.</li> <li>• <i>MB 27/11/04, Note 20</i> – Jerry Reinstein had learned that the newly affiliated French group was very active and enthusiastic.</li> </ul>		
3	<b>Matters arising:</b> <i>MB 27/11/04, Note 5 – AGM 2005</i> Bell's Sports Centre in Perth booked. Sub-committee now established and would meet soon. Colin Dewar's and Marian Anderson's bands were booked.		
4	<b>Matters arising:</b> <i>MB 09/10/04, Note 4 – AGM 2004</i> Final bills had just been received; figures showed surplus of just under £1,500, this was provisional. Because banking now being done through a Society account, it had to be included in VAT considerations. Figures were not included in accounts to December because they were incomplete. AGM bank account currently had 2 signatories, Stewart Adam + member of organising committee. Agreed that signatories from all other accounts to be added.	S Durrand	28/02/05
5	<b>Matters arising:</b> <i>MB 27/11/04, Note 6 – Bulletin</i> It appeared that Buccleuch did not have the formatting/layout skills expected. Consideration was being given to acquiring software for HQ to produce material in format required by printers in future. Letter of explanation and apology to go in next mailing to Branches.	E Gray	25/02/05
6	<b>Matters arising:</b> <i>MB 27/11/04, Note 8 – Building work</i> Queries with builder had been answered, final payment to be agreed. Window in rear office was being refurbished in the next week, and painting of entrance lobby & hall would be carried out shortly. Agreed to remit to GP&F to compile a rolling programme of building	S Adam R Turnbull	18/03/05 21/05/05

	maintenance. Arising from above discussion, it was suggested that GP&F responsibilities should include human resources, 'estates', and technology.	R Turnbull	21/05/05
7	<b>Matters arising:</b> <i>MB 27/11/04, Note 9 – Staffing</i> There was a need to look at the overall staff position, and outsourcing should be considered. Agreed to create a working group for staffing issues.		
8	<b>Matters arising:</b> <i>MB 27/11/04, Note 19, point 3 – New Zealand Branch</i> The motion to their AGM proposing splitting the Branch into smaller units had been withdrawn, but it would be presented next year.		
9	<b>Matters arising:</b> <i>MB 27/11/04, Note 3, point 1 – Review of returns on membership issue</i> Report was circulated prior to meeting. Suggested an article dealing with points raised could be included in Newsbrief.	A Smith/ E Gray	31/03/05
10	<b>Working groups:</b> <i>MB 27/11/04, Note 10, point 3 – Working Groups</i> Agreed: <ul style="list-style-type: none"> <li>• AGM Future WG not necessary</li> <li>• set up WG to consider HQ staffing</li> <li>• set up Management Review WG to consider effectiveness of new management structure and identify any “gaps” between old and new.</li> </ul> Revised WG & SC outline attached to Notes.	All to note	
11	<b>Project Management</b> Project management charts circulated; committees to identify critical stages to slot in at their next meetings, and each WG to provide data for next MB meeting. Committees to be asked to report to each MB meeting on basis of these charts.	Convenors WG leaders	18/03/05 18/03/05
12	<b>Education &amp; Training Committee</b> (4 December 2004) <ol style="list-style-type: none"> <li>1) 3 examiners working on paper for Unit 1 exam on 19 March. It was planned that they would lead that section at Examiners Seminar.</li> <li>2) Because revised Manual not available till Summer School, examiners to be instructed that answers should be marked correct both (a) if factually correct, and (b) if correct according to information in Manual, even if it was wrong.</li> <li>3) <i>E&amp;T 04/12/04, Note 5</i> – should be £2,000 for each Director, and £4,000 in total.</li> <li>4) Examinations section of website needs to be revised quickly.</li> <li>5) Check that all examiners receiving copies of documentation and sample paper.</li> <li>6) Online registration with GTC Scotland had now been carried out, there had not yet been a response.</li> <li>7) Examiners Seminar to be held during 2<sup>nd</sup> week of Summer School; definitely 3 days, possibly 4.</li> <li>8) <i>E&amp;T 04/12/04, Note 6(g)</i> – with regard to reserving places on MB and E&amp;T for an under-35 year old and under-25 year old respectively, agreed to respond that such nominations were welcomed, but there were no plans to change the Constitution at the moment. Include item in Newsbrief.</li> <li>9) Board members were encouraged to attend the Spring Fling Saturday night dance, on the day of next MB meeting. Consideration to be given to organisation of future Youth schools; agreed Sue Porter to lead group with representation from MB and E&amp;T to plan ahead. There was debate as to why those involved in organising Youth schools were required to be Society members; it was felt that this was unhelpful.</li> </ol>	A Gray   E Gray A Gray      S Porter E Gray   S Porter	18/03/05   04/03/05 12/03/05       12/03/05 31/03/05   12/03/05

13	<b>General Purposes &amp; Finance Committee</b> (29 January 2005)		
	1) The VAT situation was now believed to be resolved. £15,150 had been paid in fees, repayments totalling £44,898 received and, because of the agreement now reached with C&E, there were likely to be substantial benefits in future years.		
	2) 4 further scroll nominations arrived after the meeting and would be considered at May meeting. Agreed not to inform any of nominating Branches of the outcome until that 4 had been decided, and to let all know that they would not hear until June.	R Turnbull	21/05/05
	3) MB approved decision in note 12 not to change subscriptions or affiliation fees at this time.	E Gray	25/02/05
	4) <i>Accounts to December 2004</i>		
	<ul style="list-style-type: none"> <li>• £50,000 of cash in bank was being transferred to a building society account.</li> <li>• Agreed change column heading from “Projections” to “Plan”.</li> <li>• Summer School expenditure did not take into account contribution in form of staff time, estimated at around £30,000.</li> <li>• £4,000 irrecoverable VAT on overheads would almost certainly be more at the end of March.</li> <li>• £4,000 for training not likely to be spent in next 4 months.</li> </ul>	K Tudhope	31/03/05
	5) Office IT systems work now completed.		
	6) Investments – decision was made in 1998 to stay with it for 10 years.		
14	<b>Membership Services Committee</b> (22 January 2005)		
	1) <i>MS 22/01/05 – Amendments to Notes:</i>		
	<ul style="list-style-type: none"> <li>• <i>Note 3, introduction</i> – amend to “...Book 45 and related CD...”</li> <li>• <i>Note 28</i> – amend to “...3 CDs with all dances both full length and twice through.”</li> </ul>		
	2) There had been a disappointing response from MB and MS to the priorities listing.		
	3) <i>Book 45 and CD</i> – all dances chosen, text nearing completion. On track for book being available 30 May, CD 30 June.		
	4) <i>George Meikle book</i> – would be available for Summer School.		
	5) <i>Manual</i> – there were no digital files of books, which was a problem in terms of music and diagrams; diagrams would have to be recreated. It would be available for Summer School. Those sitting exams at Summer School should be using old Manual.		
	6) <i>Diagrams</i> – those for Book 45 would be produced by a graphic designer. MB agreed MS to budget for diagrams from all books to be produced by graphic designer, and propose to GP&F.	J Healy	31/03/05
	7) <i>Music</i> – there had been an offer to produce music from all books using Sibelius, at £2 per tune. Agreed MS to budget for it and propose to GP&F.	J Healy	31/03/05
	8) <i>Pocket editions</i> – cost of production of smaller quantities than the usual 500 was prohibitive. If pocket editions ran out they should not be replaced, but big books had to be available.		
	9) <i>Revisions/updates</i> – wording of books had been changed many times; it was unclear which was the latest version, or how many editions there had been. Agreed to not amend words of pocket editions. Books 19, 21, 22, 23 all scheduled for revision.		
	10) <i>Ladies Highland</i> – Irene Bennett would take this project forward.		
	11) <i>MacNab video</i> – would be available for Winter School.		
	12) <i>MS 22/01/05, Note 7.1</i> – MS would now use individual project managers for each project, each to be given clear brief and deadlines.		
	13) <i>MS 22/01/05, Note 7.1, Guide for musicians</i> – Muriel Johnstone’s rewrite of the Manual chapter on music was substantial. The Manual WG felt it was very valuable and should be a separate publication, in similar format to Manual.		

14)	<i>Credit card payments online</i> – Richard Turnbull felt he needed to know what was happening about DanceDetails, and to get an idea of number of potential transactions involved.		
15)	<i>DVDs of videos of books</i> – were produced for archive only, no potential market. Malcolm Brown’s assistance was much appreciated. Noted that even once videos had been digitised, there should be a policy to re-do them regularly to avoid degradation.		
16)	<i>Correspondence on sound levels</i> – letter to be sent to every Branch in next mailing highlighting their responsibility to be aware of noise levels, particularly with regard to Disability Discrimination Act. Lorna Ogilvie to investigate legal position and advise before letter went out.	S Adam/ E Gray	15/04/05
		L Ogilvie	18/03/05
17)	<i>Newsbrief</i> – because Bulletin was so late, agreed produce Newsbrief to be sent out in April.	E Gray	31/03/05
18)	<i>HQ members</i> – must not take any more HQ applications, all who request should be referred to local Branch or the International Branch.	HQ staff	immediate
19)	<i>Members’ magazine</i> – production timetable prepared to ensure first edition 22 <sup>nd</sup> August 05, second 16 <sup>th</sup> January 06. Title to be “Scottish Country Dancer”, mock-ups distributed. MB approved the basic concept, title and design. Jimmie Hill & Catherine Livsey to communicate in relation to corporate design.	J Hill/ C Livsey	18/03/05
	Suggested include letter to life members with first magazine, asking them to indicate if they wished to continue receiving the magazine. Distribution of AGM minutes and accounts was a legal requirement; agreed they should continue to be distributed via Branches.	E Gray	30/06/05
20)	<i>Branch files</i> – suggested newsletters could be made available to members in “members room”, but Branch files made available only to serious researchers.	E Gray	ongoing
15	<b>Dance Details</b> At last meeting, there was concern because of confusion between DanceDetails and redesigned website. DanceDetails was now being developed separately. There was now an agreed specification to be put into contract format defining what was to be provided for the £8,000 fee already provided for from JMMF. Dance instructions to be checked against latest versions. No decision yet as to whether there would be a charge. Agreed contract must stipulate completion date, to be identified by Working Group meeting 13 February.	M Brown	31/03/05
		WG	13/02/05
16	<b>Website</b> DanceDetails was only one aspect of website development. The meeting on 13 February would define what the broad modules were, approximate timelines, assign responsibilities, and decide who was in overall charge. Agreed any further development work to be funded from JMMF.	WG	13/02/05
17	<b>Members’ database</b> Alex Gray had arranged for a student to do an initial audit of the database and report, identifying data that needed cleaning and where it was losing integrity, at a cost of £200. He now proposed to have the student meet with staff and others to discuss how database was used and how to make “safe” – probably 2 days, plus travel expenses. A further report would be produced which would be a specification to put to an expert to carry out the work. It was felt this could be done before Easter. 62 branches had submitted annual member data; until fully loaded could not test next phase, ie producing whatever required by distributors. It was estimated that the first stage would cost around £2,000, and then another £2,000 to implement. Keith Oughton was apprehensive about using someone outwith the Society. Jim Healy’s view was that, particularly where time was of the essence, it was essential not to use volunteers but to employ someone,		



	with clear deadlines for completion. Agreed to go ahead, and complete initial phase well before next meeting. Some Branches had not supplied information, some for local data protection reasons, but at least one chose not to change the current process. It would be necessary to agree a policy on how to deal with those Branches.	WG Mgmt Board	Immediate 02/04/05
18	<b>Branches</b>		
	<ul style="list-style-type: none"> <li>• <i>Branch Awards</i> – List circulated of the 8 Awards issued since last meeting (total now 30). Amend form to read ‘Society Chairman’. Agreed Vancouver Branch could award more; include note in Report of meeting so that other large Branches could do likewise.</li> <li>• Dumfries Branch had revised their constitution; all proposed changes were acceptable.</li> </ul>	E Gray E Gray	25/02/05 11/03/05
19	<b>Affiliated Groups</b>		
	<ul style="list-style-type: none"> <li>• There were no applications for affiliation.</li> <li>• Circulate report produced in next mailing to affiliated groups.</li> </ul>	E Gray	May 05
20	<b>Any Other Competent Business</b>		
	<ul style="list-style-type: none"> <li>• Garden party, 30 June, 4 invitations - suggestions to Elspeth ASAP.</li> <li>• Meeting start time – no support for starting meeting earlier.</li> <li>• The Chairman suggested that, at Summer School, use B floor common room as bar, with a board/committee member/s present, for an hour or so before dinner each evening. Agreed good idea, worth trying. Students would have to be informed, and staff, board members etc would have to promote it.</li> <li>• Congratulatory emails to groups holding balls, large events etc – Peter Clark agreed to undertake for a year.</li> <li>• Produce draft schedule of meetings for 2005-06 for next meeting.</li> <li>• Scottish question – agreed to put further up agenda at next meeting.</li> </ul>	All to note S Adam/ L Gaul E Gray E Gray	28/02/05 18/03/05 18/03/05
21	<b>Date of next meeting</b> 2 April 2005.		
	The meeting closed at 4.15pm.		



# The Royal Scottish Country Dance Society

## MANAGEMENT BOARD MEETING

Saturday, 2 April 2005  
RSCDS Headquarters, 12 Coates Crescent, Edinburgh  
at 10.30am

### AGENDA

#### Enclosures/Papers

- 1 Apologies
- 2 Notes of meeting of 12 February 2005 *Previously circulated*
- 3 Matters arising from notes not listed elsewhere
  - 3.1 Annual Conference/AGM 2005
    - 3.1.1 Nomination form *Draft form*
    - 3.1.2 Attendance of Society's accountants
  - 3.2 Staffing
- 4 The "Scottish Question" *Paper (Jimmie Hill) previously circulated*
- 5 Management Committees
  - 5.1 Membership Services Committee *Note of meeting, 5 March 2005 (to follow)*
    - 5.1.1 Priorities
    - 5.1.2 Members' magazine
    - 5.1.3 Manual
    - 5.1.4 Appointment of Archivist *Profiles of 3 applications \**
  - 5.2 Education & Training Committee *Note of meeting, 12 March 2005 (to follow)*
    - 5.2.1 Examiners:
      - ten-year cycle
      - report on appointment of overseas examiners
      - Examiners' Seminar
    - 5.2.2 Summer School
    - 5.2.3 Spring Fling
  - 5.3 General Purposes & Finance Committee *(no meeting)*
- 6 Schedule of Meetings for 2005-06 *Draft schedule*
- 7 DanceDetails
- 8 Website
- 9 Members database
- 10 Branches
  - 10.1 Branch Awards update *List of awards since 12 February 2005*
  - 10.2 Greetings to Branches *Report from P Clark*
- 11 Affiliated Groups
- 12 Any Other Competent Business
  - 12.1 Letter from Bruce Frazer *Letter \**

*\* indicates hard copy only, not electronic*

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



## The Royal Scottish Country Dance Society

### Notes of meeting of the Management Board held on 2 April 2005 at 10.30am at 12 Coates Crescent, Edinburgh.

**Present:** Stewart Adam (Chairman and Convenor of meeting)  
Irene Bennett (Chairman Elect)  
Alex Gray (Convenor, Education & Training Committee)  
Jim Healy (Convenor, Membership Services Committee)  
Richard Turnbull (Convenor, GP & Finance Committee)  
Ruth Beattie, Malcolm Brown, Peter Clark, Helen Frame, Ian Hall, Jimmie Hill, Marjorie Hume, Alastair MacFadyen, Susi Mayr, Anne McArthur, Keith Oughton, Jerome Reinstein, Rachel Wilton.

**In attendance:** Elspeth Gray (Secretary).

**Apologies:** Christina France, Lorna Ogilvie, Keith Oughton, Andrew Smith, Irene Whyte.

	<b>Decision/Action</b>	<b>Member/s Responsible</b>	<b>Date to be completed</b>
1	<b>Notes of meeting of 27 November 2004</b> were approved as an accurate record.		
2	<b>Matters arising: MB 12/02/05, Note 3 – AGM 2005</b> <ul style="list-style-type: none"><li>• Agreed not to have a Grand March on Friday evening.</li><li>• Agreed “formal dress preferred” on Friday evening.</li><li>• Sunday session suggestions – Youth Coordinators’ meeting; International Branch members’ meeting; session on “music for bands” (although may have to invite bands, pay them, and invite those not attending to send comments); active dancing option, perhaps similar workshop to last year with another deviser.</li><li>• Floor is Yours suggestions – guidance on exams/feedback from seminar; discussion on management of Society following introduction of structural changes; “how to grow your Branch”. Suggestions to be sought.</li><li>• Agreed that attendance of Society’s accountant at AGM to be added to the engagement letter, as part of contract.</li><li>• Nomination form to be able to be completed electronically. Clear statement needed that all positions are open to all members to stand for election, in Newsbrief and on website, and emphasised in Report of this meeting. Form for Schools Director Designate to be circulated.</li></ul>	E Gray E Gray E Gray	29/04/05 13/05/05 15/04/05
3	<b>Matters arising: MB 12/02/05, Note 7 – Staffing</b> Elspeth Gray reported that Jill Henderson had made a valuable contribution so far, and strongly recommended her retention. Agreed to make her post permanent. Further analysis of distribution of tasks to be done at same time as staff reviews carried out in forthcoming weeks.	E Gray/ S Adam	20/05/05
4	<b>Matters arising: MB 12/02/05, Note 11 – Project Management Charts</b> Committees had just been introduced to the charts and were compiling key data, it was too early to report on their basis. Working Groups reminded to use them to report in future.	All	ongoing
5	<b>Matters arising: MB 12/02/05, Note 13 – GP&amp;F, note 3</b> Discussion regarding whether membership numbers had been affected by subscription fee having remained unchanged for several years. Noted that it was difficult to get a clear picture, because of large number of Life and Long Term members.		

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## 6 The “Scottish Question”

- 1) A number of comments were made in discussion of the paper previously circulated, among them the following:
  - Many events were going on locally and nationally in Scotland where RSCDS has no presence. Branches were strength, but also weakness – Society had no national stature.
  - Society was seen to be insular, inward-looking, needed to look outwards as well as in.
  - There had been an elitist attitude in the Society that was very damaging.
  - The paper almost understated the position in Scotland; there were exciting things happening outwith RSCDS, it was sad that the Society had not taken more interest.
  - ‘Old-time’ scene in Scotland now often incorporated country dance form, if not RSCDS style; many people used to dance with RSCDS but were “put off” by the growing repertoire etc.
  - The suggestion that STDT claimed to be the representative body for SCD was inaccurate. Only in recent years had the Society claimed to be ‘the world authority’ on SCD – the term was never used before.
  - There had been little understanding of who the ‘entrant dancer’ was – often in 40/50s, wanting to dance as a pastime, not interested in style but in dancing well. In Scotland, there were many alternatives to RSCDS. Need to encourage standard of dancing not footwork.
  - Some teachers now realised that a tiny minority of dancers still wanted performance standard, but most dancers did not.
- 2) There was consensus that change was needed; suggested that MB should focus on proposals made in the paper and decide which could be taken forward. Working with other bodies could be productive.
- 3) Agreed to set up 3 working groups to consider possible strategies, each from a different angle, each with 3 members of MB and each to co-opt 3 members from outwith the Board, who must be prepared to co-operate – with the best intentions for SCD in Scotland as a whole, with a proven track record. Chairman and Chairman Elect to be informed when groups were meeting, to participate if they wished.
  - (a) Considering Scottish issues: Jimmie Hill (to participate only, not run), Helen Frame, Ruth Beattie.
  - (b) Considering similar issues, but outwith Scotland, feeding into the other group: Susi Mayr, Peter Clark, Jerry Reinstein.
  - (c) Considering partnerships & outlook/outreach: Marjorie Hume, Anne McArthur (members not present to be asked if they wished to join this group).
- 4) Acknowledged that if this area was to be developed, it would involve incurring expenditure, and there was the possibility of “stepping on toes”. Discussions could be held at AGM or at Summer School.
- 5) Suggested that all groups meet on Sunday 12 June, following MB meeting. All groups to report back on Sunday 4 September, again following MB meeting, for a major discussion session.
- 6) Remit to E&T to consider Summer School strategy, particularly regarding beginners.
- 7) Noted that there could be implications for HQ staff. In particular, strategies identified may require the services of a press officer, which were not currently available.

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## 7 Membership Services Committee (5 March 2005)

- 1) Committee had begun process of putting names & dates to projects.
  - 2) Regarding the 5 priorities identified at last MB:
    - (a) *Database* was a separate item on the agenda.
    - (b) *Book 45 & accompanying CD* – book would be ready end of May, CD would be ready end of June.
    - (c) *George Meikle book of tunes* – all music discovered, copyright
-

	checked; cover concept agreed, title still needed; ISBN position clarified; pricing agreed previously at £40 retail, members to get 40% discount, but needed to compare price of similar books.		
	(d) <i>Manual</i> – Jimmie Hill had spent a huge amount of time on this; Jim Healy had proofread and identified questions of consistency that were being addressed; updating to include Book 45 was in progress; on target to get to printers by end May, ready for Summer School.		
	(e) <i>CD for medal tests</i> – the proposed CD with full length dances would mean 3 CDs and an approx cost of £17,500-20,000; 1x or 2x through could be done on one CD but with recording time & extra engineering, likely cost was £7,000-7,500. This would only be viable if E&T committed to no changes to dances in next 5 years; if that commitment given, funds to be sought from JMMF.		
3)	<i>Budget</i> – would be forthcoming.		
4)	<i>Contract with Thane for re-engineering</i> – to be put in place.	J Healy	20/04/05
5)	<i>Books to review for reprint</i> – confirmed that choice was related to stock levels.		
6)	<i>Stocktaking</i> – full stocktake being done on 4 April. Decisions to be made subsequently regarding stock write-off, etc.	J Healy/ R Turnbull	29/04/05
7)	<i>Warm-up booklet</i> – confirmed that project was active, but long term.		
8)	MB agreed list of projects and estimated completion dates to be included in new magazine.		
9)	<i>MacNab video</i> – was available for sale, but had already run out; more copies to be done in PAL and NTSC formats.		
10)	<i>Technique video</i> – was decided at AGM 2004 to ask Branches if they had techniques videos, to ask for copies, review and see if they could be marketed/approved.	J Healy	15/04/05
11)	<i>Ladies step dance</i> – likely to have publication date after meeting at Summer School. Noted that a visual record for archive purposes was important; agreed to ask in Newsbrief for copies of any videos/recordings of ladies step (of Younger Hall demonstrations only).	E Gray	29/04/05
12)	<i>Video of Book 45 dances</i> – agreed that this should be done at Australian Winter School.	M Brown	to suit
13)	<i>Distribution of new book</i> – agreed by a majority to give to all students on arrival at Summer School.		
14)	There was a query as to whether items from the archive could be displayed at various events.		
8	<b>Appointment of Archivist</b> Following a paper vote, Marilyn Healy was appointed Archivist. Noted that a job description was required, to be considered alongside that of Music Director. It was felt that the other candidates had much to offer, and it was hoped the new Archivist would use them to assist in her work.	I Bennett	31/05/05
9	<b>Education &amp; Training Committee</b> (12 March 2005)		
1)	<i>Examiners</i> – 3 overseas examiners had been appointed.		
2)	<i>Summer School scholarships</i> – MB supported not holding a special sitting of Unit 1 exam for 2 people who had been offered scholarships but had not sat the exam on 19 March.		
3)	<i>Summer School evaluation forms</i> – it was felt that a monitoring system was required, year on year. Remit to E&T to develop an appraisal system for teachers. It was important to be seen to be maintaining standards and acknowledging feedback.	A Gray	14/05/05
4)	<i>Summer School professional development classes</i> – noted that would be helpful to know the focus of each in advance. Strategy Working Group to note.	Schools WG	14/05/05
5)	<i>Budgets</i> – would be forthcoming.		
6)	<i>Medal tests</i> – 6 new assessors were required. By end of summer, just over 500 children would have sat the tests. After the next tranche, procedures would be reconsidered.		

7)	<i>Glasgow Branch Day of Dance</i> – noted that the proposal was acceptable, as long as publicity, tickets etc clearly stated the purpose of the funds being gathered.		
8)	<i>Training session on PoCSA</i> –planned for Scottish Branches on 9 April.		
9)	<i>Unit 1 exam, 19 March</i> – 25 people had applied. Recognised that office procedures had to be taken into account, and attempts would be made to simplify paperwork.		
10)	<i>Examiners’ seminar</i> – Documentation to create an examiners’ manual would be created at the seminar, this would be made available to tutors as well as examiners.		
11)	<i>Introduction of 10-year cycle for examiners</i> – paper had been circulated. Noted that appointment as examiner was to fill an essential role for a limited period. Examiners would be asked at age 70 to consider if they wished to continue. Numbers could be adjusted up and down as required. Agreed that was not essential for a UK examiner to do every overseas examination, once examiners were working to common standards. Purpose of ‘tours’ needed to be reconsidered. Schools Director had been advised teachers could be invited from anywhere to teach at Summer School, if costs were held within budget.		
12)	<i>Dancing Proficiency Assessment</i> – was agreed at last E&T to have some afternoon classes to familiarise dancers with each other and with dances. Had been suggested that DPA be graded and used for allocating students to classes at Summer School, but would take time to implement. Examiners were unhappy with assessment system. Recognised it needed a radical re-think.		
13)	<i>Spring Fling</i> – 45 students had booked, and a number of others were attending parts only. At most, should be approximately £200 loss. The event would be carefully reviewed.		
10	<b>GP &amp; Finance Committee</b> (no meeting)		
1)	Trustees insurance renewal due in June. Members were asked if they were aware of any circumstance or incident that they had reason to suppose might result in any future claim that would fall within the scope of the proposed insurance; none was reported.		
2)	There was a query as to whether Spring Fling attendees were covered by insurance if not members; the Secretary confirmed that was the case. Recognised that although it was not approved for Branches to include non-members, Spring Fling was a special case, and it would not be helpful to put another constraint on them.		
3)	Charles Ogden, Leeds, had left £50,000 to the Society, with no strings. Refurbishment of ground floor at HQ was suggested, but recognised the value of doing something significant to which his name could be attached. Ideas to Richard Turnbull.	All	21/05/05
11	<b>Schedule of meetings 2005-06</b>		
	Move MB meeting from 11 to 4 February. Committees to consider.	E Gray	22/04/05
12	<b>Dance Details</b>		
	The Working Group had agreed a proposed schedule of payments which was outlined. Total was just over £7,000, less than originally planned, and it was proposed that it would be “live” at the beginning of June. The proposal had been sent to Donna the day before; there had been no reaction yet. MB agreed payment as outlined.		
	Noted that there would be no charge for access to begin with; it would be accessed within the members’ area of the website. Once additions had been made to the programme, access could be built into membership package, with non-members being charged.		
	Agreed that process for online payments for ‘shop’ purchases should go ahead now in any case.	R Turnbull	21/05/05
13	<b>Website</b>		
	<ul style="list-style-type: none"> <li>Working Group had made broad identification of website ‘customers’: (1) casual browser; (2) looking for information on SCD but not necessarily accomplished; (3) Scottish country dancer looking for resources or</li> </ul>		

	information about their Society; (4) examiner/teacher. All committees had been asked to look at website with respect to their areas, considering the requirements of all customer groups.		
	<ul style="list-style-type: none"> <li>• There would be another meeting in May with Anselm Lingnau, concerning working together with Strathspey. Agreed to invite Alan Paterson to attend that meeting, to tie in DanceData.</li> </ul>	E Gray	15/04/05
	<ul style="list-style-type: none"> <li>• Agreed a paper to be put to the next MB meeting.</li> </ul>	Website WG	25/05/05
14	<p><b>Members' database</b></p> <p>Gareth Shercliff had produced the initial report based on a review of the database. He had visited Headquarters the previous week, and spent 1½ days interrogating the system and questioning the staff. He would produce a further report by 13 April 2005 which would comprise a specification for work required.</p>		
15	<p><b>Feedback from MB Working Groups/Sub-Committees</b></p> <ul style="list-style-type: none"> <li>• Agreed this item would be taken earlier in agenda in future.</li> <li>• Agreed that new ideas and policy would be prioritised and dealt with early in agenda.</li> <li>• Agreed that Management Committee business should be dealt with more quickly in future.</li> <li>• Keith Oughton's comments regarding the Membership Recruitment WG were noted, but it was felt they did not reflect feeling in the group as a whole. The Group would not be disbanded.</li> </ul>		
16	<p><b>Branches</b></p> <ul style="list-style-type: none"> <li>• <i>Branch Awards</i> – List had been circulated of the 5 Awards issued since last meeting (total now 35). Chairman had sent personalised letters to all those who had received Awards.</li> <li>• <i>Greetings messages</i> – 7 Branches had responded to greetings messages with thanks for good wishes. The messages were appreciated. Investigate whether messages could be sent using an email alias.</li> </ul>	E Gray	29/04/05
17	<p><b>Affiliated Groups</b></p> <ul style="list-style-type: none"> <li>• There were no applications for affiliation.</li> </ul>		
18	<p><b>Any Other Competent Business</b></p> <ul style="list-style-type: none"> <li>• <i>Bruce Frazer letter</i> –The Chairman would respond, explaining what was being done in terms of managing projects.</li> <li>• <i>Dance On! magazine</i> –The Society should provide articles/content, and should encourage Branches to do so. There was concern about the issue of copyright of published dances. Agreed to see what was in the next edition, then a small group of 2 or 3 MB members may request meeting with the editor.</li> <li>• <i>HQ membership</i> – agreed enrol the member in question, making clear it was an exception, and investigate reasons for their not wanting to be member of a local branch or the IB.</li> </ul>	S Adam	22/04/05
		E Gray	15/04/05
19	<p><b>Date of next meeting</b></p> <p>11 June 2005</p> <p>The meeting closed at 4.40pm.</p>		



## The Royal Scottish Country Dance Society

### Notes of meeting of the Management Board held on 11 June 2005 at 10.30am at 12 Coates Crescent, Edinburgh.

- Present:** Stewart Adam (Chairman and Convenor of meeting)  
Irene Bennett (Chairman Elect) (part)  
Alex Gray (Convenor, Education & Training Committee)  
Jim Healy (Convenor, Membership Services Committee)  
Richard Turnbull (Convenor, GP & Finance Committee)  
Ruth Beattie, Malcolm Brown, Peter Clark, Christina France, Helen Frame, Ian Hall, Jimmie Hill (part), Marjorie Hume, Alastair MacFadyen, Anne McArthur, Lorna Ogilvie, Keith Oughton, Andrew Smith, Rachel Wilton, Irene Whyte.
- In attendance:** Elspeth Gray (Secretary).
- Apologies:** Susi Mayr, Jerome Reinstein (Ian Hall, Rachel Wilton).

	<b>Decision/Action</b>	<b>Member/s Responsible</b>	<b>Date to be completed</b>
1	<b>Notes of meeting of 2 April 2005</b> Keith Oughton not present Sc question not reported at E&T – for Schools strategy group. Has been a break-in. Legacy – no ideas given to RT. No response given from person who wished HQ membership. were approved as an accurate record. Report approved		
2	<b>Matters Arising</b> AGM 05 – progressing Decide on session re TA – agree time & place and get Jimmie to put note in magazine. Application form to go on web (June to do). AGM 06 – how deal with Aberdeen. Need to be clear about what want Branch to do and what others doing. Conf call in next week or so. Agreed continue with sessions on Sunday. Schedule – reason for gap between c'ttee mtgs and mb was to give time for minutes. Has been approved by committees. Agreed, can now make public. HQ members Think we understood that some people think being hq members gives them some kind of status. Very few people have joined the IB – only 21 transfers. Cannot force existing HQ members to move, but believe we “closed” HQ membership. But we don't want to turn potential members away. New members have the option to join the IB in order to have a voice  Concerned that decision made last year, not communicated to members, need a review date for such things – have now turned that decision round.  Decision definitely was that HQ membership would close, but can revisit that decision in the light of new information.		



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Motion – that all those wishing to join the society will be encouraged to join a branch, but that they have the option to become hq members. The consequences of doing so will be made clear, ie that there is an additional administrative charge, and they will have no voice in the administration of the Society.

Agreed.

Record that decision of 3 April 04 re rescinded.

There was a commitment made to IB, via Susi – review what was said then. Someone needs to speak to her very soon.

Statement in magazine –JH & EG liaise.

Decisions list? Outlining why.

Expand on notes for certain topics in Notes.

File note?

- agreed Notes as usual, see file notes attached where needed.

Review period? 1 year? No public statement of review

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#### 4 **Scottish issues**

Did have a meeting with new Director when she started, looking at cooperating and communicating more. AMac suggests better meeting with their Chairman. STDT appts in Clackmannan, Aberdeen, Ayrshire. Every board mtg they have has arts council member there, have to account for every penny.

Was a cross-party Trad Arts group, but not now meeting regularly. Budgets and finance important.

Schools Devpt Officer – how would that link with Youth Director? – YD is RSCDS position, unpaid, voluntary, doing things within our framework. Gap now to be filled in Scotland? Teach teachers how to teach could be one role. Was discussed at Youth Committee some time ago; lot of things happen in branches already, but this was considering broader vision. One problem in past has been the Scottish position not separated out – looked at global position only. People dealing with would look on it v differently if paid professional rather than volunteer. Units 1-3 not structured for teaching dancing to children. AG – want to introduce special training courses at summer school, eg training teachers. Professional development.

Board supports WG looking further at possible options for professional person.

Planting new classes, for beginners, also important.

Stats from branches doesn't reflect dancing ability – no correlation between mem numbers and outreach. Need more information – audit of activities.

Suggest that list organisations and say want to visit Chairman/director once a quarter.

Sc Parliament – cultural thing being rolled out into councils, etc. Need to get into Executive at strategy level.

Young musicians – need to make contact with the “folk” circuit; how to play for SCD etc. Jimmie to contact James Gray.

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Paid employment of a publicity officer – discussed at staff working group. Recognised that need those skills. There are so many suggestions here, cannot be done by volunteers.

RT – know that there is a lot of expertise amongst members, but hard to find out what and where? With development of database, may make it easier to do that, but long term project.

Group has not co-opted people outwith Board?

What is expectation?

JH – unrealistic to think that 20-yr olds will join classes where most much older. Need policy for 20-s, 30-s, etc.

Now looking at generation that has no idea – lot going on in schools with young children now, but was a long time when that wasn't happening. Christina – consider teenagers too.

Guidance for WG – better not to tie down too much before get co-opted members and get their views – people outside branches possibly (all suggest).

Develop things discussed specifically, but continue to develop thoughts.

Next mtg – research devt officer, SA report back re STDT.

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Issues outwith Scotland

Lisa Mitchell

?

Ron Wallace

Alex – suggest having non-English speaker on group.

Website window to world. Top priority to ensure is kept up to date from now on. SA explains how website developing.

Upgrading of affiliated group – how would work? People won't join branch or society, just want to dance?

Some groups have a number of RSCDS members. Affiliated groups fee cheap, but may eventually get some members; tiered fee would be counter-productive. Important to keep contact with aff groups.

Creating branches in close proximity could be problematic. Discussion came from overseas, where no branches nearby. Croydon area has tartan jigsaw – all having reduced numbers at dances as population ageing. All come, even non-rscds, helps to tackle the “stuffy” image. Many places in ~england similar, much less of a “them” and “us”. Need to be inclusive – how we achieve that doesn't matter.

Pt 7, attitudes of scdancers outwith Scotland – view that those with Scottish roots more “real”.

Suggest both groups consider affiliation with Branches, rather than Society.

Attention to SCD in Scotland will benefit society at large. If spending

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money in Scotland, need to be conscious of what, need to explain and demonstrate benefits to all.

AS – concentrate too much on technique, rather than enjoying fun of dancing first and foremost.

Dance as appropriate to the group you are with!

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### **Partnerships & outlook/outreach**

Marjorie and Ann had brief meeting this morning. Marjorie – health background, various partnerships in England. For next meeting, will have recommendation on how to gain entry to other orgs, where grants might be forthcoming, sponsorship, who might be partners. Christina France volunteered to join WG. Will consider possible co-optees.

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### **Members database**

Full report after Gareth had spent time here, agreed that could use present database for inputting data to get magazine out in time. In order to do what we wanted to do, needed couple of things tweaking. Now have data from 88 branches, temp started this week and is working very well. Written procedures produced by EG. Rest of development plan is to stabilise database and look at long term maintenance.

Why only just over half replied? Disappointing – need to challenge branches.

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### **Membership Recruitment**

IB sent some papers out to group to start considering, will have a meeting before September meeting.

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### **Performance Management**

Not met, need to discuss.

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### **Website**

Meeting held 8 May, inc Anselm Lingnau and Alan Paterson.

Estimate for web design work ca £6,500 which would create architecture, instal Plone, create style sheet, modify navigation, set up online shopping, integrate with membership database. Will incorporate search facility.

Find navigation frustrating currently.

(circulate future notes of meetings to MB members)

Agreed £6,500 spend.

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### **HQ Staff**

Propose employ member of staff, on short term contract initially, to take on exams and E&T, and possibly other things.

Poss marketing skills. Website more important.

Need strategy in place for 3/4 years.

Suggest have strategy document for next meeting – vision of 3 years time and how moving towards.

Rota for welcoming/dealing with visitors – do we want this?

Need to identify competencies and skills.

From members point of view, annoying if cannot get answers to queries immediately – more flexibility.

No of visitors, no of calls – need to gather data?

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Management Review

Nothing to report.

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lunch

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Annual Accounts

Email from JTH re Digital Fund being incorporated into with the General Fund. While donations still appreciated & welcomed, there is sufficient money to do remaining.

These draft accs 12 months as opposed to 9.

Green sheet accs comparison:

Subs 20k down on 2 years ago.

Donations 50k charles ogden bequest, 2,300 mrs yasumuro, 1700 Perth branch surplus on last agm, & others, inc 2750 towards digital recs.

SS surplus 56k, 47 year before, after taking vat adjs into acc.

2 spring schools in yr.

last year exam fees challenged – just a question of when exams happen when money comes in.

agm 04 showed surplus of 3k reduced to 1800 after vat.

Sales surplus on year of 12k. becoming increasingly difficult to apportion sales to define what new/transfer/etc. stock restricted to 3 x last year's sales, max units held in stock. But have to buy 500 cds at a time. Have lost, on paper, 8k through the year on cds not taken into stock value (though still physically here). Last year's stocktake not as accurate as could have been, because of building work.

Investment income up.

Royalties & commission – come in when they come in.

Advertising and realised gains normal.

Total net income for 05 v similar to 03.

Expenditure – know we did good deal on distribution, but 14k seems extremely unlikely, but cannot trace.

Sub copies less than anticipated.

E&T in line.

Royalties out – similar to royalties in.

Staff costs look as though up a lot, but compare with previous full year.

Phone and printing all up.

Publicity never seem to spend much.

Property costs includes balance on basement,

Equipment & leasing well up.

Depreciation up because of new computer equipment.

Total expend v similar to 2 years ago.

Surplus ca 66k, but bear in mind includes 50k.

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Projections 2006

Website & database are cockshy. Shows deficit of almost 68k, but over previous 3 years total surplus of ca 150k. much of expenditure have been building up to.

Magazine included? Yes.

Sub copy = book 45, not 06.

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Balance sheet

Bottom line net worth 713k compared with 611k.

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SoFA

Gen fund – vat recovered from previous years 44869, fig below is repayment received. Shown here rather than i&e because doesn't relate to year in question, and misleading to show in annual figures.

Jmmf dropped in year by 8k. single biggest amount medals for medal tests.

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P6 reserves policy

What is there routine need to add “currently above the range ...largely as a result of the legacy of 50k received on ddmmy”.

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P6 – delete word “less” before “unrealised gains/(losses)”

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Members magazine

Been working a lot on manual. Think have enough material in but not spent time editing as would have liked. Publication of mid august is early, will slip to 1<sup>st</sup> week September. Worried about very small number of acceptable photos.

Issue of publishing dances in magazine (eg written for Eileen) – what if Dance On ends up being included?

If printed with deviser’s ( & composer’s) copyright, would be clear that it is not an official RSCDS dance.

If we do not claim copyright, it becomes another article.

Great amount of goodwill.

Agreed.

New members – include in new members packs. Need to add at least extra 1,000 to print run for promotional purposes anyway.

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Dance Details

At website committee, took decision that letter had to be written to Donna Robinson, was sent on ddmmy. Shortly before meeting, she had been told if she gave us anything, we would pay her an amount of money. She had not produced anything. Nothing in the concept that is “patentable”. It is a good idea, should take it forward using other people.

MB takes decision and website committee told to take forward.

Acknowledge with thanks Malcolm Brown’s input

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Membership Services Committee

Record thanks to those involved, very impressive.

Book 13 now in print again, back to old cover.

Prescribed Dances for Unit 2 now done as single booklet, or polyloped & prepunched to go into manual. £2.50 for either.

Updated Index, A4 booklet form or poly & prepunched. Info added on which dances square/round room, no of couples.

Committee has said pocket eds to be discontinued because they are so expensive. Views on producing an A5 Index?

Bk 45 CD band has signed off on, audio proofs with mo & jth. Cover to match book.

G Meikle’s book almost finished proofing, meeting Thursday Mo george and JTH to write preface, ready for SS.

Book 16 remastering signed off.

Book 15 CD recording – contract gone to Neil Barron.

Booklet of dances for medal tests – question whether should be rewritten for children, for people not RSCDS teachers; Sue P thinks likely only to be run by qual teachers, therefore ok to reprint from books as they are without rewriting. Could put a mini-glossary at back? Christina France vol to help. Produce same format as Unit 2 prescribed dances.

Why no discount on Manual? Will be available without binder.

Reconsider.

Pocket editions – put something explaining rationale in magazine. Only sell ca 20 of each one, and they are very expensive to produce. Are committee to doing 1 last one of bks 42-45.

Revisions and updates to books – at moment, producing last edition in new format, re-typeset, but not revised wording.

Possible warmup session at AGM 06 – good idea.

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## Manual

Will be ready for ss. Was ready ca 3 weeks ago when proof sent out to orig wp & others, and 2 major problems appeared, 2 chapters had to be updated. Ch 7 notes on dances, were no notes on 43, 44 or Scotia, now are and will be for 45 if necessary. Ca 2 weeks time will be ready for printer. Huge amount of work done by Jimmie, very great debt of thanks owed to him, Jean Martin has also made huge contribution particularly over last number of weeks.

Need to learn some lessons from this project. Fundamental problem is that project should have been broken down into more discrete elements before assigning responsibility working alongside each other. Great piece of work of which Society should be very proud.

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## Corporate Image

Jimmie – disappointed, don't project the kind of image would prefer to see. ?

Keep the crown, but modernise. Smaller better. Strapline – we have one which is perfectly good.

Was discussion at branch forum about accessing our logo; part of licence agreement, we supply cd to every branch with logo in every possible format and guidelines for using.

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## Education & Training

Situation re ss scholarships. Up till now, branches nominate, this year nominations from teachers rather than branch. Forms weren't reflecting actual case. In S Africa, had person some wanted to nominate but branch didn't. (see notes p 2/3). Whatever decided, form and any guidelines have to agree. E&T wanted to see branches still involved. Agreed wording as notes, amend form as necessary.

WG looking at dpa.

Call for new examiners after summer.

AG did full assessment of spring fling.

WS evaluation forms perhaps insufficient.

Note 4 f – talked about staff appraisal, as opposed to staff assessment.

Medal tests – no guidance for children with disabilities; CF will write in connection. Will consider in due course.

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## GP & Finance

Remit re database – dealt with already.

Add word to note 5.

Fife schools – long discussion, concern that precedent created. Letters to local council and MP.

Scrolls: change cut-off date to 31 March – agreed.

Approved. To be informed asap.

VAT – climate change levy – as notes.

Medal test cd; request said 3 cds would cost 20k +, or one at 8k, committee felt not best use of society funds – could be produced more cheaply at later date. JTH – concern at way GP&F have treated this. Came from MB – remit was agreed to E&T to confirm dances retained for 5 yrs and if yes, remit to GP&F for funding. Find unacceptable that GP&F should feel they have a veto over an operational decision. Now delayed, as GP&F next meet August, therefore nothing can be scheduled until September. If MB agree, overrides GP&F. Probably not sell a lot. Agreed go ahead.

AGM, point of principle – 2 yrs ago, Perth ran & donated profits. Last

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year, Edinburgh showed surplus of 1800 & they have asked for share. For MB to decide. JTH – Perth Br included a “charge” for contribution to members’ time, = 50% of the honoraria to secretary and treasurer, say 10-15% of surplus. Haven’t written down terms for any branch co-organising – essential to do asap. JTH proposes give contribution to expenses. Lump sum, not percentage.

JTH propose £250 – agreed.

Must clarify position with Aberdeen asap.

Confusion re whether local branch running or society running. Remit to WG to discuss, refine and bring definitive proposal to next meeting.

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Branch awards

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Branch greetings

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Affiliated groups

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Aocb

G8 – 6<sup>th</sup> July. Plaques at door? Leave or remove – covering would draw attention.

Front window – secure. Close office on 6<sup>th</sup>.

Agreed go ahead with alarm update.

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Dance On

Karin Ingram has admitted that will not publish any more Society dances without asking. Comments re rscds members, she admits we’ve taken a knocking. Think board shouldn’t respond but should get our branches and groups to use the magazine for their own end. Resist getting into conflict. Advert – they have a lot to gain from advertising, we have nothing – ours is free.

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Ss drinks room – wk 1, 4 nights; other weeks, 5 nights. IB contacting people to cover.

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Badges – IB consult with June.

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MS, saltire badges, happy to go to children but make a nominal charge – 10p each, £1 per hundred.

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EG produce separate list of key decisions.

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Meetings on Sunday in September – scrap.

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MB do anything to recognise Eileen’s retirement.

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Presentation on Friday at AGM, and include to lunch. Cash donation & bouquet. Have Eileen’s dance as an extra (prob not on programme).

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## The Royal Scottish Country Dance Society

### Notes of meeting of the Management Board held on 3 September 2005 at 10.30am at 12 Coates Crescent, Edinburgh.

- Present:** Stewart Adam (Chairman and Convenor of meeting)  
Irene Bennett (Chairman Elect)  
Alex Gray (Convenor, Education & Training Committee)  
Jim Healy (Convenor, Membership Services Committee)  
Richard Turnbull (Convenor, GP & Finance Committee)  
Ruth Beattie, Malcolm Brown, Peter Clark, Helen Frame, Christina France, Jimmie Hill,  
Marjorie Hume, Susi Mayr, Anne McArthur, Lorna Ogilvie, Keith Oughton, Jerome Reinstein,  
Andrew Smith, Irene Whyte, Rachel Wilton.
- In attendance:** Elspeth Gray (Secretary).
- Apologies:** Ian Hall, Alastair MacFadyen.

	<b>Decision/Action</b>	<b>Member/s Responsible</b>	<b>Date to be completed</b>
1	<b>Notes of meeting of 11 June 2005</b> <ul style="list-style-type: none"><li>List of those present – remove Ian Hall and Rachel Wilton, add both to Apologies</li><li>Item 5 – remove words from “Date to be completed” column</li><li>Item 6.8 – correct spelling of Jill Henderson’s name</li><li>Item 11 – add “UK” to second para to read “There would be a call for new UK examiners after summer.”</li></ul> With the above amendments, the Notes were approved as an accurate record.		
2	<b>Matters arising: MB 11/06/05, Note 2 – AGM 2005</b> <ul style="list-style-type: none"><li>The draft agenda had been sent out to branches.</li><li>Confirmation was given of nominations for elections received to date; there was concern regarding the number of nominations for the Board. It was suggested that the need to comply with statutory legislation should be included in the Constitution. It was proposed that an email be sent to branch secretaries stating that there may be a shortage of nominations and outlining what would be done if the required number was not met.</li><li>There was a vote regarding the procedure for proposing &amp; seconding at the AGM. By a majority, it was agreed that proposers and seconders for each would be sought, but only the nominator would be asked to come forward and speak. The seconder’s name would be announced.</li><li>Agreed that the presentation to Eileen Watt on behalf of the Society would be a gift not to exceed £100 and a cheque for £500. A presentation to June Dick would be made at Winter School 2006.</li><li>Possible topics for “The Floor is Yours” session:<ul style="list-style-type: none"><li>Teachers’ Associations</li><li>Development of a “core programme” of dances</li><li>Idea of splitting the Annual Conference and the AGM.</li></ul></li></ul>		
3	<b>Matters arising: MB 11/06/05, Note 3 – AGM 2006 (Future AGMs)</b> <ul style="list-style-type: none"><li>Organisation started late this year, should start earlier in future.</li><li>Stewart Adam had met with Aberdeen Branch representatives and would be sent notes of that meeting. The halls were already booked.</li><li>It was suggested that the paper presented should have another sub-division on responsibilities of the local branch.</li><li>There was discussion on venues; noted that Edinburgh would be losing</li></ul>	P Clark	08/10/05



	<p>Meadowbank, and that Troon was possibly not big enough. Agreed that any suggestions would be considered.</p> <ul style="list-style-type: none"> <li>The possibility of separating the Annual Conference and the AGM was considered. The AGM must be held in Scotland, but the conference could theoretically be elsewhere. The difficulty of finding a suitable centre for dancing at an affordable cost was highlighted. It was suggested that a sub-group be asked to investigate costs. Another suggestion was that, for example, TAC or the Australian Winter School could be asked to discuss a particular topic and send in feedback, and the Chairman or appropriate Convenor could possibly attend to stimulate debate.</li> <li>It was agreed to adopt the paper, and to review it after each AGM.</li> </ul>		
4	<p><b>Matters arising:</b> <i>MB 11/06/05, Note</i></p> <p>A 'decision list' had not been prepared from the last meeting. This would be done at the same time as that for the current meeting.</p>	E Gray	23/09/05
5	<p><b>Matters arising:</b> <i>MB 11/06/05, Note8 – Magazine</i></p> <p>The magazine had gone to the printer the previous day and delivery was expected a week on Wednesday. Jimmie Hill was disappointed that branches did not seem to be connected; they needed to see the magazine as eg a prime way to advertise day schools. Some branches had submitted material to editor &amp; to Dance On magazine; they must be informed that if they do so, material may not be used in our magazine. There was a huge dearth of good photos. Jim Healy reported that there were now 65% of members on database. However, there was a problem as there was no-one in HQ whose job it was to maintain the new database, and no-one whose prime responsibility was to keep the website up to date.</p>		
6	<p><b>Management Board Working Groups</b></p> <p><b>6.1 Scotland within the RSCDS – Scottish issues</b></p> <p>The group had had a positive start, with a good spread of geography and experience. There was no support for a Scottish dem team – the concept was changing, and perhaps this was not a good way of promoting SCD in this day and age.</p> <p>With support from informed people in Scotland, it was proposed that it was time to open up the discussion to Scottish branches. One suggestion was to organise and fund a one-day Scottish conference to discuss how ideas could be developed further. The support of branches would be critical. Dunblane was suggested as a venue. Agreed the group should put together a budget for such an event for next GP&amp;F meeting.</p> <p>It was suggested that a piece be included in the next edition of the magazine, explaining why this was being done. It should also be explained in the annual report for the AGM.</p> <p>It was suggested that other groups, eg Scouts/Guides, could be involved at a later stage. There was also a need to identify Sports and Culture co-ordinators in each region.</p>	W Group	14/10/05
		Mag Ed Brd S Adam	21/10/05 asap
	<p><b>6.2 Issues outwith Scotland</b></p> <p>Declining membership was general in most areas. It was felt the key issue was marketing the Society.</p> <p>There was a need to clarify for members that “the Society” and “HQ staff” were different – how membership perceive the management structure. The Board needed to communicate how both Board and staff operate.</p> <p>It was suggested that people from each of the 3 groups should consider the Strategic Plan. Each group to provide an action list so that the Plan can be developed.</p>	3 W Groups	08/10/05
	<p><b>6.3 Partnerships</b></p> <p>The group focussed on the UK, as the place to start and lead the way. It was</p>		

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suggested that there could be a workshop at the Annual Conference on how to get money for grants.

There had been contact from the World Burns Federation, who were interested in working together.

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#### **6.4 Members Database**

A temp had been used to input and check everything received from branches, ie data for just over two-thirds of members as we know at the moment. Some branches did not reply, some did not want to change. Some branches had sent data that was now out of date – there would be a degree of complaint and “patching”. The concern was keeping records up to date, as previously stated there was no member of staff at HQ whose specific job this was. It was not a 6-month exercise, but a rolling project. Returns from branches needed to be dealt with immediately, not left for someone to deal with in possibly several months’ time.

The actual database was “creaking at the seams”. The local firm who provided support for the rest of the data systems did a survey confirming what was previously reported, and have requested £1,000 to produce a detailed survey, specification and costings.

It was suggested that the Licence Agreements be changed in future to include provision of member data.

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#### **6.5 Membership Recruitment**

There was no written report. At the Open Forum at AGM 2004, it was suggested that promotional material was needed, and the group had been considering that suggestion. They suggested an eye-catching card to promote RSCDS with photo one side, relevant information on the other. It was felt this should be produced quickly. A further document would be produced to back up this promotional material, outlining more reasons for supporting/joining the Society. There could also be documents on the website for downloading. Using Freepost for returns should be considered.

Things that needed consideration were whether it would be produced in languages other than English; whether space was needed for branch information; and clarification of who was being targeted, as messages would be different for different target groups.

It was suggested that financial help from JMMF could be made available to branches to carry out membership recruitment activities.

It was agreed that the group should carry on and produce some figures for next GP&F meeting, and that they should produce a brief and approach a professional company.

W Group

14/10/05

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#### **6.6 Performance Management**

The group had not yet met. however, a meeting was planned after the AGM to review methods of reporting progress on projects.

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#### **6.7 Website**

The Website Working Group was to meet the following day.

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#### **6.8 Management Review**

It was suggested that there should be references to the Strategic Plan within the Annual Report, including performance against targets.

There was discussion regarding various aspects of the report. With regard to MB size, the Working Group had proposed a reduction from 18 to 10 ordinary members, but after discussion it was agreed that 9 would facilitate turnover more easily; there was another view that 6 would be preferable.

It was agreed that an annual meeting of all Board and Committee members would be helpful. Back room of the restaurant to be used immediately after

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	the AGM for such a meeting this year. Anne McArthur to take forward. In future years, this session could be part of the Sunday morning activities.	A McArthur	16/09/05
	It was agreed to set up a working group to look at the constitution, with a view to putting a motion to the AGM in 2006 to reduce the size of the Board. Andrew Smith, Keith Oughton and Peter Clark volunteered, Marjorie Hume to review/critique what the group produced.	W Group	ongoing
	The proposal for connection of the Board with branches was seen as very important, but if the size of board were reduced it may not be possible. It was suggested that holding a Branch Forum more often than at AGM might be helpful.		
	<b>6.9 HQ Staff</b> There was lengthy discussion regarding staffing at Headquarters. It was agreed that a replacement for Eileen Watt should be appointed as quickly as possible, and that a temp should be used as necessary.	E Gray	asap
	<b>6.10 Examinations review</b> There had been two cases under consideration, both of which would be finalised in the next week.	A Gray	16/09/05
	<b>6.11 Spring Fling</b> This was now back under control of E&T, with no MB members. Next year's event would be in Newcastle, and plans were well under way.		
7	<b>Annual Accounts April 2004 – March 2005</b> There were minor changes from the draft previously seen by the Board. These were agreed and the Report and Financial Statements approved.		
8	<b>Schools Director Designate</b> John Wilkinson was approved as Schools Director Designate; he would shadow Linda Gaul until November 2006, and take over from her then.		
9	<b>General Purposes &amp; Finance Committee (20 August 2005)</b> 1) Climate change levy – it appeared that the fault lay with Scottish Power, not the Society. The issue was ongoing. 2) The DanceDetails website had been negatively reviewed in Dance On magazine; it used the RSCDS logo and had the same appearance as the Society's website. It was believed to have been on a development site, password protected, and not in public domain. This issue would be discussed at the Website WG meeting the following day. It was suggested there should be a disclaimer published in Dance On. 3) The I&E account for the quarter was in slightly different format, now showing comparison with the previous year at same point. Subscription income was very slightly ahead of the same point the previous year; donations and sales were both also up; medal tests had produced £2,500 income already. On expenses, cost of sales, and subscription copies costs were timing questions. E&T and Youth expenditure would be analysed out in future. 4) It was reported that Ken Tudhope was leaving employment with Alexander Sloan. Isobel Gray would be taking over responsibility for the Society's affairs, and there would be no change to procedures.		
10	<b>Membership Services Committee (9 July 2005)</b> 1) The conference call on 9 July was restricted to discussion of progress on projects, particularly ahead of Summer School. Objectives set at the first meeting after the AGM had been met. 2) Book 45 video was not likely to be available for AGM. 3) The next meeting would set the agenda for projects for the following 12 months; the two most important were likely to be the book of medal test dances, and a photographic session. 4) There was discussion regarding the number of dances that existed, and it was suggested that a list of 100-150 dances be created, of which dancers should have a good working knowledge in their first 3-5 years of dancing. Getting consensus on list would not be easy, but could involve branches.		

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It was agreed to take this idea forward. It was noted that, to be acceptable to dancers around the world, such a list could not be Society dances only, and it was suggested that the Collins book be deemed “official”. It would be for E&T to discuss what implications this would have for Summer School. Alex Gray planned to set up a permanent sub-committee on dances and techniques, a “technical committee” which would have authority on how things were done.

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11 **Education & Training Committee** (no meeting)

- 1) The reaction to the new examination units at St Andrews had been very positive, and some constructive criticism had been received.
  - 2) The Examiners Seminar had been interesting and positive.
  - 3) Responses to the questionnaire at Summer School regarding using a dancing proficiency assessment to place people in the correct class indicated that members wanted something to be done.
  - 4) The Society had now been approved as CPD providers by the GTC (Scotland). Two courses were being offered initially, this would be discussed at the next E&T meeting. There was a need to fund production of leaflets, to have the information on the GTC (Scotland) website kept up to date, as well as making the information available on the RSCDS website.
  - 5) With regard to evaluation forms from Summer School, it was noted that there was a perception that nothing seemed to happen. It was felt important that action was taken. The Schools Director did give directions about how she wanted classes to be taught.
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12 **Branches**

- *Branch Awards* – there would be updates in the new magazine.
  - *Greetings* – thanks were expressed to Peter Clark for continuing this valuable undertaking.
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13 **Affiliated Groups**

The following applications for affiliation were approved:

- Craighelen, Holywood, N Ireland
  - Soka Scottish Dance Club, Saitama, Japan
  - Caledonian Society of Sri Lanka, Colombo, Sri Lanka
  - Bon-Accord Scottish Dancers, Hampshire, England
  - Abbotshall Scottish Country Dance Group, Kirkcaldy, Scotland
  - North Wales & Chester Scottish Country Dance Classes, Wales
- 

14 **Any Other Competent Business**

- Thanks to all who supported The Gathering Place at Summer School.
  - Board members who are not delegates to the AGM but wish to have seats to confirm at the next MB meeting. All to note 08/10/05
  - Lorna Ogilvie to attend the CCPR celebration of movement and dance at Royal Albert Hall on 24 September 2005.
  - Order name badges for all MB members immediately. E Gray asap
  - It was confirmed that consideration would be given to offering a scholarship to someone to attend a music course at Summer School.
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15 **Date of next meeting**

8 October 2005.

The meeting closed at 4.45pm.

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## *The Royal Scottish Country Dance Society*

### Notes of meeting of the Management Board held on 8 October 2005 at 10.30am at 12 Coates Crescent, Edinburgh.

- Present:** Stewart Adam (Chairman and Convenor of meeting)  
Irene Bennett (Chairman Elect)  
Alex Gray (Convenor, Education & Training Committee)  
Jim Healy (Convenor, Membership Services Committee)  
Richard Turnbull (Convenor, GP & Finance Committee)  
Ruth Beattie, Peter Clark, Christina France, Ian Hall, Marjorie Hume, Alastair MacFadyen,  
Susi Mayr, Anne McArthur, Lorna Ogilvie, Jerome Reinstein, Andrew Smith, Irene Whyte,  
Rachel Wilton.
- In attendance:** Elspeth Gray (Secretary).
- Apologies:** Malcolm Brown, Helen Frame, Jimmie Hill, Keith Oughton.

Decision/Action	Member/s Responsible	Date to be completed
1 It was disappointing that decisions lists from the last two meetings had not been produced, but it was recognised that it was difficult as there were not enough clear decisions. It was agreed that the Chairman would state a clear summary of decisions after each topic on the agenda.	S Adam	ongoing
2 <b>Notes of meeting of 3 September 2005</b> The Notes were approved as an accurate record.		
3 <b>Matters arising not listed elsewhere</b>		
1) Note 3, bullet 3 – Peter Clark had taken no action as there had not been a clear decision.		
2) Note 6.4, Members' Database – A quotation for the work had been received from MacLellan, calculated at 6 man days with the possibility of another half day, at a cost of approximately £500 per day. Agreed to go ahead. They had also been asked to look into website shopping, in terms of identifying a suitable sub-contractor.	E Gray	31/12/05
3) Note 6.2, comment regarding Strategic Plan – Plan to be circulated to all members. Agreed that each of the 3 recently-formed groups (Scottish issues, Issues outwith Scotland, and Partnerships) should identify someone to review the Strategic Plan, and the named individuals would be responsible for finding deputies should the need arise. The Working Group was reconstituted – members to be Jerry Reinstein, Marjorie Hume and Helen Frame (if willing). Remit: to provide an action list so that the Plan can be developed, and to report where the Plan was no longer valid. To report to February meeting.	E Gray	26/11/05
4) Note 3, fifth bullet point – It was noted that some opportunities for having discussions with overseas branches had been missed. When Board members were travelling, for whatever purpose, meetings to discuss Society issues and gather views could be arranged.	Note	
5) It was noted that there were delays in distributing material such as agendas and papers, and notes of meetings. Processes needed to be followed, although it was pointed out that for example, convenors had a heavy workload. It was suggested that co-opted members could be used more, to share the burden. Elspeth Gray planned to put together guidelines for committee procedures for all committees.	E Gray	31/12/05
6) Note 6.1, Scottish issues – there was a need to explain the purpose behind this group's activities at the AGM, so that members understood	S Adam	05/11/05

	the benefit for all.		
	7) Note 9, bullet point 3, Medal tests – It was stressed that children were not being used to make income. Costs were similar to other equivalents. The figure given was income only, not surplus; there had been setup and running costs. The intention was to run Tests at breakeven if possible.	Note	
	8) Note 11, bullet point 5, Summer School evaluations – It was reported that certain teachers were not being invited back after more than one year of negative reviews. There was a need to give teachers the opportunity to make changes after negative reviews. There had been a remit to E&T in April to set up a monitoring and appraisal system; this was happening, but Alex Gray reported that the Schools Director accepted that the process needed to be more open. It was suggested that mention of this action must be included in the MB Report, so that members knew action was being taken. The magazine editor would be asked to consider an occasional article summarising feedback.	S Adam/ E Gray	05/11/05
	9) It was agreed to send a remit to E&T regarding (1) publishing the names of Summer School teachers and musicians in advance, and (2) giving consideration to the rotation of teachers and musicians on, say, a 5-year basis.	E Gray	25/11/05
	10) Note 2, bullet point 2 – An email seeking more nominations was not sent as further nominations were received following the meeting.	Note	
<b>4</b>	<b>Matters arising: MB 03/09/05, Note 6.7 – Website</b>		
	<ul style="list-style-type: none"> <li>An update was requested on the status of DanceDetails. The DanceDetails website was still accessible. Fiona Grant had requested Donna to take down the site as a priority, and was attempting to “resurrect” the project with her. If that failed, the project would be taken forward using a company, with a proper contract, targets and dates, possibly whoever is appointed to do website management. After discussion, the Board agreed to put an end to the association with Donna and insist that she make the website unavailable. Stewart Adam to talk to Fiona Grant regarding stopping the association with Donna, and to tell her that Alex Gray was prepared to be more involved after November.</li> </ul>	S Adam	26/11/05
	<ul style="list-style-type: none"> <li>A specification for the DanceDetails project was to be produced by MS Committee, starting from the original spec for Donna. If cribs were to be included, a standard form was needed, and glossary would have to be expanded to include crib terminology. A sub-group could define the functionality required, then a company could be approached to help design the specification. Alex Gray was willing to advise, but could not be involved in doing the work.</li> </ul>	Jim Healy	19/11/05
	<ul style="list-style-type: none"> <li>There were two projects: one was design of the whole website, another was DanceDetails, which was a fairly straightforward database system. They were separate, but should be done at the same time by the same people.</li> </ul>		
	<ul style="list-style-type: none"> <li>To move forward, a group was needed to produce a specification with a timescale. Alex Gray and Jim Healy to take forward.</li> </ul>		
<b>5</b>	<b>Matters arising: MB 03/09/05, Note 2 – AGM 2005</b>		
	<ul style="list-style-type: none"> <li>Motion from Banffshire Branch: wording to be amended, with branch agreement, to reflect new examination structure.</li> </ul>	Note	
	<ul style="list-style-type: none"> <li>Floor is Yours: topics would be:               <ol style="list-style-type: none"> <li>(Skye Branch) Should dances be called at AGM ball &amp; dance.</li> <li>Core repertoire (Jim Healy to introduce)</li> <li>Teachers Associations (Jimmie Hill to introduce)</li> <li>Annual Conference Weekend location (Jerry Reinstein to introduce)</li> </ol> </li> </ul>	Note	
	<ul style="list-style-type: none"> <li>Meeting to be held of all committee members on Saturday afternoon after AGM, letter to be sent out to all (Anne McArthur to draft)</li> </ul>	A McArthur	21/10/05
	<ul style="list-style-type: none"> <li>Branch Forum – first item is feedback from previous forums; Elaine Wilde presenting, but would need to be briefed.</li> </ul>	S Adam	31/10/05
	<ul style="list-style-type: none"> <li>Peter Clark suggested that the MB remit to improve communication with branches had still not been properly dealt with. He suggested that an</li> </ul>		

	<p>additional branch forum be held mid-year. There was wide discussion regarding the general issue of communication with members and branches. Some specific points:</p> <ul style="list-style-type: none"> <li>- comments could be invited when MB Reports sent out</li> <li>- need to address the reported issue of HQ failure to respond to communications</li> <li>- could be regional forums, eg at Australian Winter School</li> <li>- the latter would not necessarily solve the kind of issues that would be addressed at forums</li> </ul>	Note	
	<ul style="list-style-type: none"> <li>• It was agreed Lorna Ogilvie would talk to Elaine Wilde about what was meant by “communication</li> <li>• Presentation to Eileen – by Chairman, at Ball, before doing her dance.</li> </ul>	L Ogilvie	31/10/05
6	<p><b>Matters arising: MB 03/09/05, Note 5 – Magazine</b>  The magazine had been very well received, and many congratulations to the Board had been sent. There had been some problems with distribution, but on the whole it had worked well, and members had appreciated receiving the magazine directly. Summary accounts had been distributed via secretaries, which had not been entirely successful, this would be reviewed for future.</p>	E Gray	30/06/06
7	<p><b>Management Board Working Groups</b></p>		
	<p><b>7.1 Scotland within the RSCDS – Scottish issues</b>  A hall in Dunblane had been booked for 11 February 2006 for a conference of representatives of Scottish branches, approximate cost £300. A letter was to be sent to Scottish branches. It was agreed that funding need not be approved by GP&amp;F, as it had the approval of the MB. It was agreed that up to £500 could be spent, to include tea/coffee &amp; light lunch.</p>	WG + E Gray	31/10/05
	<p><b>7.2 Issues outwith Scotland</b>  It was felt important to outline at the AGM reasons why money was being spent in Scotland alone. It was confirmed that the proposal for a marketing person was not only for the Scottish group.</p>	S Adam	05/11/05
	<p>There was enthusiasm from people round world who appreciated being contacted and asked for their opinion. However, conference calls had been very expensive, and cheaper ways of communicating were to be investigated. In addition to conference calls, there had been a great deal of email communication. It was felt important to continue, and that the Board should be seen to respond to feedback received. It was suggested that “best practice” could be spread, using examples such as Toronto Branch.</p>	GP&F Note	22/10/05
	<p><b>7.3 Partnerships</b>  No further comment at the moment.</p>		
	<p><b>7.4 Members Database</b>  See note 3, third bullet point.</p>		
	<p><b>7.5 Membership Recruitment</b>  Postcard/flier project – the corporate image had to be finalised first, and a photoshoot. 3 suggestions for possible designers had been received from Scottish Arts Council. Designer could be involved in photoshoot to acquire suitable images.</p>	WG	31/12/05
	<p>Irene Bennett suggested that very little actually needed to be done to refresh the corporate image. It was proposed that the headed paper should be redesigned with the crown logo (with band) centre top, strapline underneath; name, contact details and charity number at the foot. Name to be RSCDS. Remit to MS to ask Catherine Livsey to produce samples.</p>	E Gray	19/11/05
	<p><b>7.6 Performance Management</b>  Meeting date to be arranged.</p>	S Adam	31/12/05
	<p><b>7.7 Website</b>  Susi Mayr volunteered to review the website for areas relating to the MB and report what needed to be changed.</p>	S Mayr	26/11/05
	<p><b>7.8 Management Review</b>  There would be a meeting of committees and board at AGM; nothing further</p>		

	was discussed.		
	<b>7.9 HQ Staff</b>		
	There was general discussion about the position regarding staff and what was being done to replace those who had left or were leaving. Susan Leask had verbally accepted appointment as Examinations Officer and her start date was awaited. Work on updating member data on the database for distribution of the magazine was essential.	S Adam/ E Gray	31/12/05
	<b>7.10 Examinations review</b>		
	Current cases were being concluded.		
	<b>7.11 Constitution</b>		
	There were two issues to consider: (1) the size of MB and committees, and (2) Local Association versus Branch. It was hoped to have proposed revisions to the basic constitution for November meeting, and proposed amended rules for February.		
	Convenors to discuss whether splitting existing committees, or creating another committee, was necessary; perhaps more use could be made of sub-groups. Frequency of meetings should also be considered. Remit to Convenors.	E Gray	18/11/05
	Although the lawyer had said the current Constitution used very outdated language, it was agreed to not change this until or unless charity law demanded change.		
	Licence agreement – it was decided at previous meeting to make provision of member data a requirement.		
8	<b>Education &amp; Training Committee</b> (17 September 2005)		
	1) Committee links was now a standard item on agenda.		
	2) Examiners seminar on the whole had been well received.		
	3) A major change had been agreed to unit 4, Teaching Practice; It would not now be pass/fail, but may be returned to candidates for improvement if they have not done the things required. It will be submitted 6 months before the Unit 5 exam, so that feedback can be given in time for candidates to take account of comments. However, for Summer School 2006, it will be submitted 3 months ahead.		
	4) Feedback regarding the new Units 2 and 3 was mostly very positive.		
	5) Unit 2 flexibility was to be reviewed. It had been suggested that candidates who failed should be advised to do a further course before resitting.		
	6) With regard to the ‘currency’ of a Preliminary Test pass, it had been decided that candidates must have passed this exam within the last 10 years in order to be exempted from TC Part 1.		
	7) The issue of payment to teachers & musicians had been raised at Summer School this year; E&T had decided to leave at status quo for now, but may need to reconsider in the future.		
	8) There was discussion regarding the inclusion of dances in the magazine, and what constituted a “a Society dance”. Jim Healy proposed that an RSCDS dance was defined as anything which had been approved by an RSCDS body and published (eg in a book, including the Collins book, by a branch, or in the magazine); this was voted upon and agreed, with 13 members in favour. To be discussed further at MS. All Convenors to note.	Convenors	Next mtgs
	9) If approved, Linda Gaul wished raffle money from Summer School to go towards another piano; this was for GP&F to discuss.		
	10) There had been several complaints about how applications for Winter School had been handled. The process would be reconsidered, any suggestions should be passed to Jill Henderson		
	11) There was a remit from E&T to MB, suggesting there was a need for an authoritative place for defining technique etc. As it was agreed that responsibility for this lay between E&T and MS, it was agreed that a		



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permanent Technique Sub-Committee be established, comprising 5 people – 1 chair/convenor from MB with 3-way reporting line, 2 from MS and 2 from E&T, one of each of which must be a member of the committee. The committee need not meet, correspondence could be by email/mail. Members would be appointed at next meeting. Jim Healy and Alex Gray to agree guidelines.

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9 **General Purposes & Finance Committee** (no meeting)

- 1) The year end Accounts had been signed off by the auditor.
  - 2) Richard Turnbull and Elspeth Gray had met Isobel Gray from Alexander Sloan, who would be taking over RSCDS accounts. The first draft of the accounts procedures manual had been reviewed, and it was hoped that it would be available for the next meeting.
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10 **Membership Services Committee** (24 September 2005)

- 1) 3 CDs should be ready for AGM: Book 6, Book 15 and Book 28.
  - 2) Formations index – Marilyn Healy had reviewed every book and was trying to come up with a structure to build a more helpful/accurate database of formations.
  - 3) A Glossary Working Group had been formed. There was a question as to whether the glossary would also include cribs.
  - 4) Originally Ours – Many compliments had been received.
  - 5) Ladies Step Dances – This was originally an archive project, to document dances taught at Summer School. However, Ron Nedderman was keen to see a book published, which would mean standardising terminology etc. Few offers of video clips had been received. Rosemary Gordon-Harvey will stay on as secretary of the group, although no longer a member of MS after November.
  - 6) Macnab video – There had been confusion regarding “diagrams” for Macnabs, but Angus Henry had produced “extended Pilling” instructions for all dances. A letter would be sent to the Pilling committee. Copyright was an issue; one view was that a notational system cannot be copyrighted, but this was not the view that Pilling committee took.
  - 7) Core repertoire – This kind of suggestion had been made before, resulting from the perception that there were too many dances, leading to “regionalisation” effect on programmes. The proposal was to produce a list of dances of which every dancer should aim to have working knowledge, to include dances with all the standard formations. Jim Healy believed the list would have to include non-RSCDS dances to be acceptable to members. A letter would be sent to branches explaining the proposal and asking for suggestions.
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11 **Branches**

- A Branch application had been received from Moscow. Clarification of position regarding membership was necessary, but approval given in principle.
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12 **Affiliated Groups**

The following application for affiliation was approved:

- Club de Danse Ecossaise d’Anjou, Angers, France
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13 **Any Other Competent Business**

- It was agreed that the Scottish issues group would use “Let’s dance Scottish!” as slogan.
- AGM 2006: Stewart had met with Aberdeen Branch, who had made various suggestions. It would be essential to clarify with the Branch that things had changed, and they would not be running it in the same way as before. The AGM Sub-Committee would discuss the detail. Volunteers for AGM 2006 Sub-Committee: Lorna Ogilvie to lead and to talk to the branch, Anne McArthur to provide local support if necessary, plus Christina France and Peter Clark.

L Ogilvie

30/11/05

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15 **Date of next meeting**

26 November 2005.

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EG

# The Royal Scottish Country Dance Society

## MANAGEMENT BOARD MEETING

Saturday, 26 November 2005  
RSCDS Headquarters, 12 Coates Crescent, Edinburgh  
at 10.30am

### AGENDA

#### Enclosures/Papers

- 1 Apologies *- note date*
- 2 Welcome *- check membership list*  
2.1 Consideration of MB vacancy *- MB contact list - check + amend*
- 3 Notes of meeting of 8 October 2005 *(discuss former?)* *Previously circulated*
- 4 Matters arising from notes not listed elsewhere
  - 4.1 Annual Conference/AGM 2005
    - 4.1.1 Branch Forum Report *Report*
    - 4.1.2 The Floor is Yours Notes *Notes*
    - 4.1.3 Discussion of Banffshire Branch motion *Email, Jerry Reinstein*
  - 4.2 Annual Conference/AGM 2006 *(letter from Ag)* *Guidelines*
- 5 Management Board Working Groups
  - 5.1 Scotland within the RSCDS
    - 5.1.1 Scottish issues *- list of responses to SC conf*
    - 5.1.2 Issues outwith Scotland
    - 5.1.3 Partnerships & outlook/outreach
  - 5.2 Members' Database
  - 5.3 Membership Recruitment
  - 5.4 Performance Management
  - 5.5 Website
  - 5.6 HQ Staff
  - 5.7 Management Review
  - 5.8 Constitution Review *WG Report + proposed new constitution*
  - 5.9, 10 Review of all Working Groups and their membership *WG & SC list*
- 6 Management Committees
  - 6.1 Membership Services Committee *Note of meeting, 19 November 2005 (to follow)*
  - 6.2 Education & Training Committee *(no meeting)*
  - 6.3 General Purposes & Finance Committee *(Note of meeting of 22 October 2005)*
- 7 Branches
- 8 Affiliated Groups
- 9 Any Other Competent Business
  - 9.1 Scots Traditional Music Awards

*+ schedule of mtgs. : see EG prop for next mtg*  
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.



**Notes of meeting of the Management Board  
held on 26 November 2005 at 10.30am  
at 12 Coates Crescent, Edinburgh.**

**Present:** Stewart Adam (Chairman and Convenor of meeting)  
Irene Bennett (Chairman Elect)  
David Normand-Harris (Convenor, Education & Training Committee)  
Lawrence Boyd (Convenor, GP & Finance Committee)  
Roy Bain, Ruth Beattie, Malcolm Brown, Peter Clark, Allana Creighton, Helen Frame,  
Christina France, Marjorie Hume, Lorna Ogilvie, Keith Oughton, Jerome Reinstein, Jeff  
Robertson, Roz Scott-Huxley, Andrew Smith.

**In attendance:** Elspeth Gray (Secretary).

**Apologies:** Jim Healy, Anne McArthur, Susi Mayr, Irene Whyte.

Decision/Action	Member/s Responsible	Date to be completed
1 The Chairman welcomed all new members to the Board.		
2 <b>Management Board vacancy</b> After discussion, 12 voted in favour of not filling the vacancy. <b>Agreed</b> to leave the vacancy unfilled.		
3 <b>Notes of meeting of 8 October 2005</b> The Notes were approved as an accurate record.		
4 <b>Matters arising not listed elsewhere, Note 5 – Branch Forum</b> Members were unhappy that the Report did not fairly reflect the discussions. In addition, it was inappropriate for the Forum to identify “action points”; the Forum should report suggestions or issues of concern, and it would then be for the Board to identify what, if any, action should be taken. <b>Agreed</b> that in future any such report would be circulated to the Board when received; if necessary, it could be returned for amendment before making public. <b>Agreed</b> to make no direct response to the report on the website.	E Gray          Note	Nov. 06
<i>Item 2, vision for the future:</i> The second para under ‘Other points raised’ was negative and critical, with no evidence of what was stated. It was recognised, however, that some branches, especially overseas, may feel distanced from the Board. Having designated ‘points of contact’ may help and would demonstrate immediate action and gain goodwill. <b>Agreed</b> Board members to act as points of contact for branches. <b>Agreed</b> to make a random allocation to each Board member, giving each their own branch and a good geographical spread of other branches. Proposed list to be circulated with notes, for possible amendment before distribution. Email addresses only to be given. <b>Agreed</b> backup information on branches to be given to Board members.	          S Adam/ E Gray   E Gray	          09/12/05   16/12/05
<i>Items 3 &amp; 4, maximising joint working and getting young people interested in SCD:</i> The Scottish branches conference would contribute to this. Getting the website developed to include a noticeboard for branches would also be helpful. The Board had already established a working group to consider partnership working.		
5 <b>Matters arising: MB 08/10/05, Note 5 – The Floor is Yours</b> <i>Item 1, recapping at Annual Conference Weekend:</i> <b>Agreed</b> to have no recapping and an appropriate programme for the Friday Ball, but to recap at Saturday dance. Cribs to be provided for both.	AGM WG	28/01/06

	Noted that the quality of recaps was critical; consideration to be given to the number of people recapping, possible training in use of microphones, and giving guidance on recaps.		
	<i>Item 2, core repertoire:</i> this suggestion was being taken forward.	J Healy	Ongoing
	<i>Item 3, conference weekend:</i> Noted that the idea of having a separate weekend elsewhere was mentioned at the meeting but did not appear in notes. Stewart Adam suggested looking at the possibility of a videolink between a gathering at TAC and one at Summer School. There was a view that it was more important to improve the format of the November Conference first, but it was felt such a link could be seen as a pilot. <b>Agreed</b> to investigate the possibility further.	S Adam	31/01/06
	<i>Item 4, communication:</i> <b>Agreed</b> to use the magazine to tell people how to access the website and what material can be found there.	E Gray	09/12/05
6	<b>Matters arising: MB 08/10/05, Note 5 – Banffshire Branch motion</b> The question was raised as to who was allowed to speak at an AGM. The Board had previously agreed that Board and Committee members would be allowed to speak in response to issues raised from the floor. This was not, however, written into the constitution – Constitution WG to note. David Normand-Harris pointed out that the Board dealt with exam issues by reports from E&T; in this case, the report was in the form of the syllabus, which had been accepted by the Board.  Voting papers for the motion had not been provided. If that were to be done in future, more detailed information was essential. <b>Agreed</b> to encourage branches to supply explanatory material for motions if not initially provided.	Constit WG	04/02/06
7	<b>Matters arising: MB 08/10/05, Note 5 – Annual Conference/AGM 2005 generally</b> Although overall a successful weekend, the WG had some concerns, particularly regarding catering and access to venue on the Friday. If there were any other matters members wished to be considered, they should inform the group. The group had had some difficulty with communications, and would liaise with Elspeth Gray to clarify this for the future.  The meeting of new Board & Committee members should be more structured in future. Sunday morning may be better, possibly divided into separate committees; there could be discussion of the Strategic Plan.  Mo Rutherford reported verbally to MS Committee on the Musicians session. The International Branch meeting, Musicians session and Youth sessions had all been worthwhile, and the workshop was very successful, but there was a problem in finding sufficient suitable rooms.  It was reported that there was a sense that The Floor is Yours had been ‘taken over’ by the Board; however, Branches had been asked to submit suggested topics and only Skye Branch responded. Noted that there may be a difference between what members and branches wanted. <b>Agreed</b> to ask members for suggestions, as well as branches, through a request in the magazine.	All to note AGM WG/ E Gray	asap 28/01/06
8	<b>Annual Conference/AGM 2006</b> The paper circulated attempted to explain for branches what was now expected of both parties. <b>Agreed</b> that arranging stewards should be a Board responsibility. A “second level” paper would be prepared giving more detail. <b>Agreed</b> that that paper should include target dates to create a complete programme.	E Gray	30/09/06 09/12/05
		AGM WG	28/01/06
		L Ogilvie	28/01/06

	With regard to payments, it was felt better for orders to originate from the same place to which invoices were to be sent.		
	<b>Agreed</b> to book Perth now for Annual Conference/AGM in 2007. Ayr Branch were very keen to host the Conference in 2008. The main issue was using two separate halls for dances.	E Gray	22/12/05
	<b>Agreed</b> Peter Clark & Christina France to visit potential venues.	P Clark/ C France	31/03/06
	The Ayr committee were meeting on the first Sunday in January, when Helen Frame would ask them to agree which venues should be viewed.	H Frame	08/01/06
9	<b>Management Board Working Groups</b>		
	<b>9.1 Scotland within the RSCDS – Scottish issues</b>		
	Planning for the conference in Dunblane was going ahead, the group would be looking for helpers. To date, 10 of 44 branches had responded, with 29 people wishing to attend.		
	<b>9.2 Issues outwith Scotland</b>		
	MB Reports not appearing on the website quickly enough was a critical issue. The individuals involved in discussions had been Lisa Mitchell (Toronto), Ron Wallace (San Francisco), Jan Wilson (Sydney). It was suggested that these people should be talking to other people locally, and bringing in branch views too. There could be a branch conference attached to, for example, TAC Summer School or Australian Winter School, to which all branches in that country could send delegates. An example may be set by the Scottish branches conference.		
	<b>9.3 Partnerships/Outreach</b>		
	There had been no further action. Christina France had been omitted from list.		
	<b>9.4 Members Database</b>		
	Delivery of the redesigned database had been agreed for 16 December 2005. Updating of data was being done by a temp, and lists of members would be sent to all branches for checking in next couple of weeks. Eventually, it may be possible for branches to do updating themselves via the website.		
	<b>9.5 Membership Recruitment</b>		
	A photo session had not yet been set up. Scottish Arts Council had suggested names of suitable potential designers for the flier.		
	<b>9.6 Performance Management</b>		
	Stewart Adam wished to set up a simple programme from each group to identify targets and key points, to act as a monitoring system. Projects and dates could be pulled from committee notes. There must be realistic targets, so that projects can be achieved and credibility maintained. Programmes and budgets should be in place by the end of March. Targets should also be tied to the Strategic Plan.	WG convenors	28/02/06
		S Adam	31/03/06
	<b>9.7 Website</b>		
	A specification for upgrading had gone out. A company would be employed to improve links, put in shop and a noticeboard, and generally tidy up. Committees had identified individuals responsible for looking at elements relevant to their committee; Susi Mayr had done this for the Board. These representatives would amend or prepare material, the convenors would check and sanction it, then it would be activated by staff at HQ. There was a suggestion that members “subscribe” to the website, and then receive automatic emails when anything on the site was changed.		
	<b>Agreed</b> to ask GP&F to consider paying a retainer to Ian Brockbank.	L Boyd	28/01/06
	<b>Agreed</b> to send a letter of thanks to Ian Brockbank now, to acknowledge quick actioning of suggestions and achieving transfer to Plone by AGM.	S Adam/ E Gray	09/12/05
	Stewart Adam believed a realistic timescale for the complete redesign of the website was AGM 2006.		
	<b>9.8 HQ Staff</b>		
	Susan Leask was starting on 1 December. A temp had been started to look after the accounts area, and two agencies were being used to find a permanent candidate. Elspeth Gray outlined the procedure for making appointments.		

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## 9.9 Management Review

The group had concluded its work. The issues of Branch communication, production of a Board decision list, size of the Management Board and a meeting of Board and Committee members had all been dealt with.

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## 9.10 Constitution

Andrew Smith clarified that the version of the constitution sent to members was where things were left 2 years before, not what was being proposed now. Keith Oughton confirmed that prior permission from OSCR was only required if a charity's purpose was being changed.

David Reith had proposed a talk for trustees regarding charities legislation. **Agreed** to request a copy of the briefing paper mentioned, for circulation to members, and to arrange for him to attend part of next meeting.

E Gray

16/12/05

One of advantages of the new SCIO status was limited liability. Trustees' liability insurance was currently in place, and would continue. Under protection of children legislation, if an incident resulted in legal action, it would be against the individual, not the organisation. HQ processing disclosures would not make the RSCDS liable, but there could be a reputational risk.

There was discussion regarding the seven principles outlined:

**Agreed** that paragraphs 1 and 2 should be changed round, to make explicit that delegation will be included.

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**Agreed** to include in rules for nomination a statement that candidates for Convenor must be serving on the relevant committee, with an exception statement that if no suitable candidate was available, someone who had served previously on the committee (within defined timescale) may stand.

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04/02/06

It was suggested that for Convenors, a version of what exists for Chairman and Chairman Elect could be created. The Board could be given power to appoint Convenors in case of early retirement.

**Agreed** to accept the seven principles, with the amendments above.

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04/02/06

There was general discussion regarding the size of the Board. A clear plan of Board activities and a programme of work to be done and of what was being devolved to Committees was essential; for example, several of the working groups could be delegated to committees.

**Agreed** by a majority to opt for 9 elected members. The two years to get to that point, if approved at AGM, would give time to focus thinking and to plan. The possibility of creating a pool of potential co-optees was mentioned. There was no support for increasing numbers on any of the Committees.

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**Agreed** to aim for the following timescale for changes to constitution: Board to approve a revised constitution in February and revised Rules in April, in order to have a motion and documentation for AGM agenda ready in June. Explanations of how draft documents were reached would be useful.

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04/02/06

**Agreed** to change frequency of Board meetings to 'at least four'.

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**Agreed** to change 'Patrons' to 'a Patron'.

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**Agreed** that presentation and explanation of the changes to members will be very important, and that that task must be started now, with a draft being prepared for the next meeting. Jerry Reinstein and Roz Scott-Huxley volunteered, Marjorie Hume and Ruth Beattie to review/comment.

J Reinstein/  
R S-Huxley

04/02/06

	As changes to the constitution need agreement of two-thirds of delegates present, there may be a need to set up systems for finding more delegates.	E Gray	31/03/06
	<b>9.11 Strategic Plan</b>		
	Group to report to next meeting.	SP WG	20/01/06
	<b>9.12 Review of Working Groups and Sub-Committees</b>		
	See list attached.	WG	
	<b>Agreed</b> each Convenor to prepare remit/terms of reference for next meeting.	WG convenors	20/01/06
10	<b>Membership Services Committee</b> (19 November 2005) In Jim Healy's absence, Irene Bennett reported that:		
	1) A National Archives of Scotland representative had met Marilyn Healy. Storage methods were being investigated. Some books needed to be re-bound.		
	2) There were no accurate sales figures for Book 45 CD. Book 45 video was complete and was now being duplicated.		
	3) There were no digital remasters left, only 12 re-records. 3 per year were planned for 2006-09, with 2 being ready for Summer School and 1 for AGM each year. Bands for 2006 recordings were James Coutts, Neil Copland and Frank Thompson.		
	4) Formations Index was near completion, would be ready for Winter School.		
	5) Pocket Edition Books 42-45 would be ready for Winter School.		
	6) Originally Ours had sold well, there had been a good response to the Box & Fiddle ad, and there would be a review in issue 2 of Scottish Country Dancer.		
	7) Mo Rutherford had given a verbal report from Sunday session at AGM, where the issue of payment for playing and teaching at Summer School had been raised. There was a recommendation from MS to the Board to consider that, this year, musicians should be paid for evening social events as a way into this. There was discussion of this issue. Demands made on teachers and musicians had increased greatly. There was concern that payment could put Summer School fees beyond the range that people were prepared to pay. It was suggested that, even if realistic rates were not paid, an honorarium might be acceptable. <b>Agreed</b> that the Board's response to the suggestion from MS was no. <b>Agreed</b> however to remit to E&T and GP&F that there was a need to start funding teachers and musicians at Summer School and that they should take this forward and present proposals to the Board.	J Healy note D N-Harris/ L Boyd	Next meetings
	8) The possibility of licensing, for example, TAC to print items such as manuals was to be investigated.	S Adam	31/01/06
11	<b>Education &amp; Training Committee</b> (no meeting) There was nothing to report.		
12	<b>General Purposes &amp; Finance Committee</b> (22 October 2005)		
	1) If members had any queries on the figures to September 2005, they should email Lawrence Boyd.	All to note	asap
	2) The apparent high cost of conference calls had been discussed, and a cheaper means identified. The Committee would prepare a protocol, including authorisation and method, to bring to the Board. Conferencing over the internet in future was still being investigated.	L Boyd	28/01/06
	3) The climate change levy issue was ongoing. It was believed an understanding of liabilities had been reached, and the amount outstanding had now been paid.		
	4) <b>Agreed</b> AGM working group to have one meeting in Edinburgh.	AGM WG	28/01/06
	5) The cost of distributing magazine had been approximately £18,000.		
	6) There was a question regarding inserts that used to be included with the Bulletin: Annual Report – the Board would need to decide what should happen with this; Summary accounts – distributing via branches did not work, and this	All consider	01/04/06

	should be rethought for next year; <b>Agreed</b> to not print a Directory of Secretaries, but to create something that could be downloaded from the website.	All consider E Gray	01/04/06 31/03/06
13	<b>Branches</b> There was nothing to report.		
14	<b>Affiliated Groups</b> <b>Agreed</b> affiliated groups to be asked for website details, and a link to be inserted in their listing on our website.		
15	<b>Any Other Competent Business</b>		
	1) Scots Traditional Music Awards ceremony was to be on 3 December. Mo Rutherford would present the RSCDS-sponsored award for Best Live Act of the Year.		
	2) STDT was holding their 10th anniversary events on 4 December.		
	3) Earl of Mansfield's 50th wedding anniversary on 19 December; <b>agreed</b> to send card and flowers.	E Gray	16/12/05
	4) £2,942 raised through Jig for Pudsey to date, with more to come.		
	5) CCPR "On Show" – a letter of thanks and congratulations had been received from CCPR.		
	6) Eileen Watt had sent a thank you card for her retirement gifts.		
	7) Band noise levels at dances – <b>agreed</b> to send letter to branches and affiliated groups asking them to be considerate and to take appropriate action if people with hearing aids complained about noise level.	I Bennett/ E Gray	28/02/06
	8) June Dick's retirement presentation would be at Winter School – <b>agreed</b> similar amounts to Eileen Watt to be given.	I Bennett/ E Gray	28/02/06
	9) Up to date schedule of meetings for 2005-06 to be circulated. Draft of 2006-07 dates to be brought to next meeting.	S Adam/ E Gray	04/02/06
16	<b>Date of next meeting</b> 4 February 2006. Meeting closed at 4.10pm.		



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