

**ROYAL SCOTTISH COUNTRY DANCE SOCIETY**

**MINUTES AND PAPERS  
OF THE MANAGEMENT BOARD**

**2002**





## The Royal Scottish Country Dance Society

### Notes of meeting of the Management Board held on Saturday 16 November 2002 at 10.30am at 12 Coates Crescent, Edinburgh

**Present:** Jean Martin (Chairman and Convenor of meeting)  
Stewart Adam (Chairman Elect)  
Irene Bennett (Convenor, Membership Services Committee)  
Alex Gray (Convenor, Education & Training Committee)  
Richard Turnbull (Convenor, General Purposes & Finance Committee)

Malcolm Brown (part), Peter Clark, Bruce Frazer, Linda Gaul (part), Ian Hall, Dorothy Hamilton, Jim Healy, Jimmie Hill, Andrew Kellett, Alastair MacFadyen, Susanna Mayr, Anne McArthur, Wilson Nicol, Keith Oughton, Andrew Smith (part), Irene Whyte, Rachel Wilton.

**In attendance:** Elspeth Gray (Secretary/Administrator)

**Apologies:** Jerome Reinstein

	<b>Decision/Action</b>	<b>Member Responsible</b>	<b>Date to be completed</b>
1	After first year of operation, review NCVO paper on Board Responsibilities with a view to adopting.	Jean Martin	Nov 03
2	Adapt NCVO model Code of Conduct, including Conflicts of Interest statement, for adoption by Management Board.	Jean Martin, Stewart Adam	18 Jan 03
3	Convenors of Management Committees to identify substitute to attend Management Board if Convenor not available	Irene Bennett, Alex Gray, Richard Turnbull	
4	Recording of Management Board and Management Committee meetings to consist of decisions, actions, persons responsible and completion dates, with extended narrative only if appropriate.	Convenors and HQ staff	N/A
5	Management Committee minutes/notes to be approved as true record, but ratification by Management Board not required.	N/A	N/A
6	Convenors to submit reports to Management Board. Relevant parts of these reports, with a covering report from the Chairman, will be sent to Branches.	Convenors, Jean Martin, Elspeth Gray	N/A
7	Reports to be sent to Branch secretaries unless otherwise directed by Branch.	Elspeth Gray	N/A
8	Whenever possible, mailing of reports to Branches to be included with other mailings.	Elspeth Gray	N/A
9	Ask Branches if they wish to receive Management Board reports by email, encourage to do so, & confirm that if emailed, paper copy will not be sent.	Elspeth Gray	mid Dec 02
10	Review responses to action points 6-9 after six months.	All	May 03
11	Update all staff job descriptions	Stewart Adam, Elspeth Gray	21 Mar 03
12	Produce report on HQ workload, specifically analysis of types of queries received from Branches, for next meeting.	Elspeth Gray	18 Jan 03

13	Remit to Membership Services Committee to consider the possibility of an RSCDS list server.	Elspeth Gray	
14	Working Party set up to put together recommendations on how website development should be handled and to review website policy, to report to next meeting.	Website Working Party (see foot)	18 Jan 03
15	Seek advice from lawyer regarding Scottish Charities Office letter.	Jean Martin, Elspeth Gray	ASAP
16	Consider any remaining anomalies in constitution and pass comments to Wilson Nicol.	All	ASAP
17	Produce list of changes required to deal with remaining anomalies in constitution (so that any necessary amendments can be put to AGM 2003).	Wilson Nicol, Andrew Smith	18 Jan 03
18	Working Party set up to examine membership structure, specifically as a result of submissions from New Zealand etc, and to include Branch status.	Membership Structure Working Party (see foot)	
19	Produce report on previous standing committees' achievements in terms of Strategic Plan.	Jean Martin	18 Jan 03
20	Draft new objectives for the Strategic Plan.	Andrew Kellett, Jimmie Hill, Anne McArthur.	
21	Discuss with Marilyn Jeffcoat what her role is and report to next meeting with recommendation.	Richard Turnbull	18 Jan 03
22	Identify and produce personnel policies, both those legally required and those it would be preferable to have.	Jean Martin, Elspeth Gray	
23	Investigate data protection compliance.	Jean Martin, Stewart Adam	
24	Priorities for Education & Training Committee: ensure smoother transition from old to new structure; review whole exam system; review process for creating examiners; consider how money spent, especially re exam tours; complete youth medal scheme; instigate research that may interest teachers; consider how working groups can work together better.	N/A	N/A
25	Appoint member of E&T to co-ordinate examinations.	Alex Gray	23 Nov 02
26	Alastair MacFadyen to consider convening working group to take forward review of the Manual, & to liaise with Secretary.	Alastair MacFadyen	ASAP
27	Priorities for General Purposes & Finance Committee: minimise change; address problems with computer software; ensure work on the basement is taken forward urgently; investigate Scottish Arts Council funding.	Richard Turnbull	N/A
28	Clarify which committee is responsible for what expenditure, and budget-setting and monitoring procedures.	Richard Turnbull	18 Jan 03
29	Priorities for Membership Services Committee – production of Book 43, warm-up booklet, Manual, MacNab video; marketing of the Society, eg the Day of Dance; communication with members, including between Branches and their own members.	Irene Bennett	N/A
30	Continue negotiations regarding the online publication of dances through Dance Details, and report to Management Board.	Alan Mair to be approached	18 Jan 03
31	Working groups set up by the Board or by any Committee can have a mix of committee members and others by invitation.	Jean Martin, Committee Convenors	N/A
32	AGM Sub-Committee set up to take forward arrangements for AGM 2003.	AGM Sub-Committee	
33	AGM Future Working Group to be formed to review the AGM weekend format.		To be formed 18 Jan 03

34	By paper vote, Linda Gaul was appointed Schools Director Designate.	N/A	N/A
35	Submit nominations for Youth Director to follow Fiona Turnbull, when she demits office in one year's time.	All, and Branches	5 Apr 03
36	Set up a half day training session on day of next meeting on charity law.	Elspeth Gray	ASAP
37	Irene Whyte to keep a watching brief regarding the Day of Dance, to be confirmed to Rob Sargent.	Elspeth Gray	
38	Special 'Take the Floor' with overseas representation to be recorded on 3 December, broadcast 14 December.	N/A	N/A
39	Confirm application for affiliation from Thistle Group approved.	Elspeth Gray	
40	Next meeting to be held 18 January 2003	All	N/A
41	Remit to GP&F to consider the question of insurance cover for affiliated groups.	E Gray/GP&F	17 Jan 03
42	Remit to E&T to consider (a) minimum age for Easter School and (b) equalising payments to teachers and musicians across Schools.	E Gray/E&T	24 Jan 03

### **Working Group membership**

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