

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE FINANCE  
COMMITTEE AT 12 COATES CRESCENT, EDINBURGH,  
ON SATURDAY, 24TH JANUARY, 1987 AT 2.00 P.M.

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PRESENT: Mr J. Taylor (in the Chair), Dr. A. MacFadyen, Mr A.S. Aitkenhead,  
Mr J.C. Douglas, Miss F. Galway, Mr G. Lawson, Miss A.W. Miller,  
Miss M.M. Ross, Mr R. Turnbull.

ATTENDING: Miss M.M. Gibson (Secretary), Mrs M.A. Jeffcoat (Treasurer).

CHAIRMAN'S REMARKS: Mr Taylor welcomed Mr Lawson to the Committee. He also on behalf of the Society thanked Dr. MacFadyen for the beautiful chandelier which the MacFadyen family had gifted for the Members' Room.

F87/1 APOLOGIES

None

F87/2 MINUTES

The Minutes of the Meeting on 18th October had already been approved at the Executive Council Meeting on 15th November 1986.

F87/3 BUSINESS ARISING

- (a) F86/42(a) Statuette: Mr Taylor reported that the Statuette was well in hand.
- (b) F86/42(b) Office Machinery: It was decided not to proceed further with the Management Consultancy firm but to take further advice.

It was decided to acquire an electronic mailing system at a cost of £760 less 5% and to take a maintenance agreement out after the first year.

- (c) F86/48 The Secretary reported that the outside work on the building could not start as planned until 20th April because of work on the building next door (YWCA). As the work entailed on the YWCA roof impinged on our own, we would have to take our share of a chimney repair (approximately one-third of £950).
- (d) F86/49 Pianists fee: The pianist concerned had declined payment.

F87/4 FINANCIAL STATEMENTS

- (a) The Statement of Accounts paid since the last meeting up to 31st December 1986 - £20,508.52 (October); £14,915.67 (November); and £12,727.25 (December) was approved.
- (b) The list of investments was accepted.
- (c) The Statement of Income Expenditure for the period 1st July - 31st December 1986 was approved.
- (d) The Balance Sheet as at 31st December 1986 was approved.
- (e) It was noted that the Royal Tunbridge Wells Branch had not yet submitted their accounts for 1984-85 and 1985-86. Another reminder had been sent to them by the Treasurer.



F87/5 RECORDS - 1987

Three records had been scheduled for this year but the Secretary reported that, owing to a disagreement with one of the bands involved, the Publications Committee had decided that Book 8 should be left to next year as there would not be sufficient time now to find another band and have the record ready for Summer School 1987. The budget had allowed for three records and the Finance Committee recommended that the record for Book 8 should be produced within this financial year even if it was not available at Summer School. This recommendation was remitted to the Publications Committee.

Quotations from the bands for the recording of music for Book 7 and the leaflets were £850 and £880. These were accepted.

It was decided in the first instance to order 1,000 records, 1,500 sleeves, 200 cassettes and 500 inlays of each recording.

The Committee decided that the selling price of all records would have to be increased to £6.00 from 1st April 1987.

F87/6 PUBLICATIONS

- (a) The Committee decided that in view of rising costs the price of Pocket Editions would rise to £1 each and the Miss Milligan Miscellanies to £2 each.
- (b) £3,000 was allocated towards the provision of the Pocket Edition for 1987.

F87/7 CORRESPONDENCE

- (a) Leeds Branch - application for financial assistance with overseas visitors was remitted to the General Purposes Committee for consideration of aid from the Jean Milligan Memorial Fund.
- (b) Berks/Hants/Surrey Border Branch - raised the following points:-
  - (i) Covenanted Subscriptions. The Committee had in the past considered this but had decided against it, firstly because to get tax relief on covenants there must be no element of benefit to the covenanter whereas in the Society members received publications as of right for payment of subscriptions; and secondly the Treasurer advised that the administrative burden would outweigh advantages.
  - (ii) The Committee decided it was not possible to accede to a request for an interest free loan.
  - (iii) Extension of time for discount. The Committee could not see their way to alter the present ruling. The new system had been put into effect only on 1st July 1986 and had been introduced because under the previous extended period for discount it had been found unacceptable to wait so long for payment from Branches.
  - (iv) The Committee suggested that single items might be displayed by the Branch and orders taken to avoid having to carry large stocks.
- (c) A copy of a letter from Mr James Carswell, Linlithgow was noted.
- (d) Extension Work. It was decided to allot £300 to Forres Branch for a visit to a festival at Vienenburg, Germany.



- (e) Kirkcaldy Branch had queried the necessity for a small Branch to transfer 1/15 of the Long Term Memberships from deposit to current account to include it under income on the Balance Sheet. While it was considered advisable to do so, the Treasurer pointed out that it was not mandatory.

The Committee considered that the transfer of Long Term members from one Branch to another must be accepted as was the transfer of Life members.

F87/8 OTHER BUSINESS

- (a) Examinations - The cost of internal travel for the two examiners undertaking the North American Tour, after deduction of examination fees would be approximately £1691. The Committee approved allocation of this amount. It was decided to provide a subsistence allowance to each examiner of £150 before departure on the six week tour, expenditure to be accounted for on return.
- (b) It was confirmed that profits from the Festival Booklet should go to the Jean Milligan Memorial Fund.
- (c) A sum of up to £150 was allocated for a new picture of H.M. The Queen (Society Patron).
- (d) Mrs Stewart Memorial. A sum of £100 was authorised for the memorial plaque for Mrs Stewart of Fasnacloch.
- (e) It was agreed that a yearly allocation should be made towards a Chairman's travel expenses. (Paper apart)
- A small allocation was also allocated for official entertainment of guests at Summer School. (Paper apart)
- (f) The Committee heard with regret that Mrs Linklater Shirras, Secretary of Inverness-shire Branch, had been very ill and asked the Secretary to write to her with best wishes for her convalescence.

F87/9 NEXT MEETING

11th April, 1987.

The meeting closed at 4.20 p.m.

*James Taylor*

*11/4/87.*



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE  
AT 12 COATES CRESCENT, EDINBURGH, ON SATURDAY,  
11TH APRIL, 1987 at 2.00 P.M.

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PRESENT: Mr J. Taylor (in the Chair), Dr. A. MacFadyen, Mr A.S. Aitkenhead,  
Mr J.C. Douglas, Miss F. Galway, Mr G. Lawson, Miss A.W. Miller,  
Miss M.M. Ross, Mr R. Turnbull.

ATTENDING: Miss M.M. Gibson (Secretary), Mrs M.A. Jeffcoat (Treasurer)

F87/10 APOLOGIES

None

F87/11 MINUTES

The Minutes of the meeting on 24th January, 1987 were approved.

F87/12 BUSINESS ARISING

- (a) F87/3(c): The Secretary reported that the painting of the outside of the building was due to start on 20th April 1987.
- (b) F87/4(e): The Tunbridge Wells Branch Accounts for 1985 and 1986 had not yet been received. It was agreed that Mrs Jeffcoat would telephone the new Branch Treasurer and advise that the audits should be carried out by two of the Branch members.
- (c) F87/5: It was noted that three records had been produced this year as planned.
- (d) F87/8(f): Mrs Linklater-Shirras's reply was noted.
- (e) F87/7(a): The Chairman reported that the General Purposes Committee had agreed to assist Leeds Branch with their specially heavy overseas groups entertainment costs this year from the Jean Milligan Memorial Fund interest.

F87/13 FINANCIAL STATEMENTS

- (a) The Statement of Accounts paid since the last meeting up to 31st March 1987 - £4,469.91 (January); £11,110.35 (February); £15,788.47 (March) was approved.
- (b) The Corporation Loan, 10.25% Knowsley B.C. would fall due in October. It was decided that the Treasurer should take Broker's advice nearer the next meeting of the Committee (August) when re-investment would be considered.
- (c) Statement of Income and Expenditure for the period 1st July, 1986 to 31st March, 1987 was approved.
- (d) Balance Sheet as at 31st March, 1987 was accepted.
- (e) Branch Subscriptions - only one Branch had failed to send in any subscriptions to date for 1986/87 (Medicine Hat).

F87/14 BEQUEST

The Secretary reported that the Society would receive a bequest of £1000 under the Will of Miss Laurel Gray, of Edinburgh, a former pianist in the Society. Dr. MacFadyen, seconded by Miss Wilma Miller, proposed that the bequest be used to fund a further pianist's course this year and that in addition an appropriate publication be acquired for the archives and suitably inscribed to the memory of Miss Gray.



F87/15 EXTENSION WORK

It was agreed that grants of £300 should be made to Birmingham Branch and to Edinburgh University for their demonstrations of Scottish Country dancing overseas, the usual reports to be received after the events.

F87/16 BRANCH BADGE

The Committee considered carefully the request of Kingston (Ontario) Branch's request to use their logo on various items for gifts or publicity. The Committee were of the opinion that the use of the present Branch logo would not in any way show the association with Scottish Country dancing and suggested that both the Society logo and the Society dancers design should be used in some way and would be more appropriate.

F87/17 ITEMS REMITTED FROM THE EXAMINATIONS COMMITTEE

- (a) The Committee agreed that finance should be made available for the travel expenses required for a pianist to accompany the Chairman on his teaching tour of Australia next year.
- (b) Finance was allocated for the publication of a Syllabus for Beginners (£225-£275 depending on additional material being added), the selling price being 60p-75p depending on ultimate cost. (Publication Committee's approval of publication pending).
- (c) The Examinations Committee had asked the views of the Finance Committee on providing courses in Scottish Country Dance Music for musicians other than pianists (e.g. violinists, accordionists). The Committee were of the opinion that they would be prepared to consider sympathetically any requests for funding such courses.

F87/18 PUBLICATIONS

The Committee agreed to allocate the necessary funds for the publication of the MacNab Dances in two volumes (£2930) (S.P. £2.50).

F87/19 OFFICE EQUIPMENT/MAINTENANCE

- (a) The Committee decided to allocate £550-£600 for the provision of a show case/cabinet for archives.
- (b) The Committee decided to allocate £1,075 for the refurbishing dilapidated furniture in the Members' Room.

F87/20 DR. MILLIGAN'S PORTRAIT

It was agreed that the painting required attention (repair or restoration) and that the Secretary should approach a suitable firm to have this done.

F87/21 OTHER BUSINESS

Miss Ross said that Forres Branch had had a letter from Moray District Council asking for returns of the numbers using their halls. She was advised to tell the Council that the hall concerned was used for classes of approximately 'x' number each week so as to avoid continual weekly returns of numbers.

F87/22 NEXT MEETING

1st August, St. Andrews.

*James Taylor*  
1/8/84.



MINUTES OF THE MEETING OF THE FINANCE COMMITTEE  
IN UNIVERSITY HALL, KENNEDY GARDENS, ST. ANDREWS,  
ON SATURDAY, 1ST AUGUST, 1987 AT 2.00 P.M.

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PRESENT: Mr J. Taylor (in the Chair), Mr A.S. Aitkenhead, Mr J.C. Douglas,  
Miss F.I. Galway, Mr G. Lawson, Miss A.W. Miller, Miss M.M. Ross,  
Mr R. Turnbull.

ATTENDING: Miss M.M. Gibson (Secretary), Mrs M.A. Jeffcoat (Treasurer)

F87/23 APOLOGIES

Dr. A. MacFadyen

F87/24 MINUTES

The Minutes of the meeting on 11th April were approved at the Executive Council meeting on 9th May.

F87/25 BUSINESS ARISING

- (a) F87/15 Extension Work: An interim report from Edinburgh University Group regarding their fundraising for their journey to Norway was received.
- (b) F87/18 The Secretary reported that the cost price of the MacNab Darces reprints had risen as a result of additional material (music) being inserted. It was decided that the cost price had to be raised to £3.50.
- (c) F87/19(a) The Secretary reported that the Archives showcase had been received and was now in the Members' Room. The Chairman said that earlier enquiries of the Saltire Society had led us to believe that they were unwilling to sell the showcases they had but they had now offered two showcases at £150 each and it was deemed advisable to take advantage of this offer (due to the Saltire Society giving up their present premises and moving to smaller accommodation).
- (d) F87/19(b) The Chairman confirmed that all the Members' Room furniture had been repaired and recovered.
- (e) F87/20 The portrait of Dr. Milligan had required attention; Miss Gibson confirmed that the picture had been repaired and cleaned.
- (f) F86/42(b) Office Equipment: Mr Dewdney had spent some six hours at Headquarters and had submitted a report. While certain office procedures would still be more effective and economically carried out using the Roneo duplicator there were other tasks which would benefit from a word processor/computer. It was decided that long term the Society should have two electronic typewriters and a computer. In the first instance two electronic typewriters would be purchased suitable for linking to a future computer system.

F87/26 FINANCIAL STATEMENTS

- (a) The Statement of Accounts paid since the last meeting up to 30th June, 1987 - £6,990.51 (April); £13,316.03 (May); £12,268.48 (June) was approved.



- (b) The list of investments was accepted. It was decided to postpone until the next meeting (10th October) a decision on the reinvestment of the 10.25% Knowsley B.C. Loan.
- It was decided to ask our stockbrokers to review, on a regular basis and at least twice a year, the situation regarding the Charifund investments in respect of the Jean Milligan Fund to achieve maximum growth in both Capital value and interest.
- (c) The draft Statement of Income and Expenditure for the year ending 30th June, 1987 was discussed and amended where necessary.
- (d) The draft Balance Sheet as at 30th June, 1987 and Accounts for the year ended 30th June, 1987 were accepted with amendments.
- (e) The draft estimate of Income and Expenditure for the year ending 30th June, 1988 was discussed and amended.
- (f) The Chairman intimated that the question of VAT had arisen again and the Treasurer gave a resume of the situation. The Society was exempted from VAT from 1973. It is accepted that we are exempt in regard to Summer School and that Books and Records at Summer School would likewise be exempt. At other times however, they would be liable to VAT. Books are always zero rated at the present time. It also appeared that subscriptions would also attract VAT in the UK. The Treasurer was still discussing these rulings with the Inland Revenue and hoped for further information during the next week.
- (g) Deeds of Covenant: In Tax Law you cannot have a Deed of Covenant if you get something back for it (e.g. book, Bulletin). Mrs Jeffcoat hoped to see the Treasurer of the National Trust of Scotland to see how they are able to accept Deeds of Covenant and would report to the next meeting.

F87/27 EXECUTIVE COUNCIL

After considering the question of relying always on voluntary help in providing the Executive Lunch it was decided to investigate the possibilities of having a firm supply a buffet lunch. The Secretary had been in touch with a possible firm and would discuss with the manager what the possibilities were of providing a lunch at a cost of around the normal allowances. The Committee considered that the policy of providing lunch for the first Executive Council in the Society year should continue.

St. Andrews Branch had offered to supply the wine since they were celebrating their Golden Jubilee this year.

F87/28 FESTIVAL EXPENSES

Dunbartonshire West Branch had asked for a definitive statement on the legal position regarding giving financial support to children's school classes, for travel etc. when teachers were appointed by the Branch.

It had been ascertained that the Society insurance policy would cover these children if they were escorted by members of the Society i.e. a claim would be accepted only if it could be proved that the claim arose due to negligence of the Society, Branch or any of its members.

It was accepted that taking the schoolchildren to Festivals, etc. could be legitimately accepted as an extension of the Society's work but the Committee considered that financial expenditure for this purpose should be agreed by the Branch in General Meeting.



F87/29 RECORDS FOR 1988

The Publications Committee had requested finance for three records in 1988. After some discussion it was decided to allot the necessary finance (around £11,000 - £12,000).

The Publications Committee had also queried the possibility of having a TV/video to view the videos produced by the Society. The Committee decided that a TV/video could be hired for the day if necessary rather than purchase equipment which would be underused most of the time.

F87/30 REPRINT

The stock of "Know The Game" was dwindling and the content was now the Society's possession. It was decided to allot finance for the reprint with the necessary alterations to the cover (£1265) with a selling price of £2.00.

F87/31 ADJUDICATORS' RATES

The Committee reviewed the recommended fees for RSCDS adjudicators and revised them as follows:

£15 for the first session (up to 3 hours) and thereafter to be £5 per hour.

It was stressed that these rates were merely a guide and might well vary from festival to festival, etc.

F87/32 EXTENSION WORK

It was agreed to allot £300 to Dumfries Branch who were sending a demonstration team to Malaya and Indonesia and to Manchester Branch who were sending a team to Eastern Hungary.

F87/33 EXAMINATION EXPENSES

Stirlingshire Branch had asked for assistance with their examination class and having scrutinised the budget for the class the Committee allocated £125 to the Branch.

F87/34 AGM BUSINESS

The Chairman drew the Committee's attention to the motion on the Agenda of the AGM from Newcastle upon Tyne & District Branch which proposed an amendment to the Society Constitution regarding auditing Branch Accounts. The Committee considered that, as the motion, affecting as it did the Rules, could equally well be dealt with by the Executive Council and it was decided that Mr Turnbull should, on behalf of the Finance Committee, move that the motion be remitted to the Executive Council. It was agreed that Miss Ross would second the motion to remit.

F87/35 OTHER BUSINESS

(a) It was agreed that the St. Andrew Society might as a purely temporary measure have their mail directed to our basement address until they could find alternative accommodation to that from which they had to move now.



- (b) Tacsound had asked for a greater discount on our records; the Committee could not see their way to do this and instructed the Secretary to send a letter outlining the reasons.
- (c) Mrs Skipper (California) had asked for permission to reprint Society dances in a book she was co-publishing "A Burns Night Rant" which would give guidance on celebrating Burns' Nights. The Committee rejected the request (the Publications Committee had also recommended rejection) and considered that the book could as easily make recommendations regarding certain dances with advice to readers that the dances could be obtained from this Society.
- (d) An offer from a new supplier to provide fire fighting equipment was noted but the Committee decided to remain with the present supplier.
- (e) The Committee decided not to continue its affiliation with the Scottish Official Board of Highland Dancing when the present period of affiliation came to an end.
- (f) A remit was given to the Summer School Committee to review School attendances.

F87/36 STAFF MATTERS

Various staff matters were discussed and decided. (Paper apart)

F87/37 NEXT MEETING

10th October, 1987

The meeting closed at 5.40 p.m.

10th Oct, 1987

*James Tait*

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Chairman



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE FINANCE  
COMMITTEE AT 12 COATES CRESCENT, EDINBURGH,  
ON SATURDAY, 10TH OCTOBER, 1987 AT 2.00 P.M.

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PRESENT: Mr J. Taylor (in the Chair), Dr. A. MacFadyen, Mr J.C. Douglas,  
Miss F. Galway, Miss A.W. Miller, Mr G. Lawson, Mr R. Turnbull.

ATTENDING: Miss M.M. Gibson (Secretary), Mrs M.A. Jeffcoat (Treasurer)

F87/38 APOLOGIES

Mr A.S. Aitkenhead, Miss M.M. Ross

F87/39 MINUTES

The Minutes of the Meeting on 1st August, 1987 were approved.

F87/40 BUSINESS ARISING

- (a) F87/25(a) Edinburgh University Group's balance sheet was accepted.  
Wirral Branch balance sheet for their trip abroad was also accepted.
- (b) F87/25(c) The two show cases had been delivered and were presently housed in the basement.
- (c) F87/25(f) The office was now equipped with two electronic typewriters as a first step towards eventual computerisation of certain procedures.
- (d) F87/27 Arrangements had now been made with a catering firm to provide the Executive Council Lunch at the November meeting of Council.

F87/41 FINANCIAL STATEMENTS

- (a) Statement of Accounts paid since the last meeting up to 30th September, 1987 - £8,210.20 (July), £8,621.75 (August), £10,845.58 (September) was approved.
- (b) The Balance Sheet for the 1987 Summer School was accepted. It was noted that the disputed telephone account was now to be reduced by British Telecom in respect of connection of the telephone line, which would slightly reduce the deficit.
- (c) Investments: The list of investments was accepted. £2,500 had been received from the Knowsley B.C. Loan and the stockbroker's advice was to continue to invest in tax exempt funds but not to put everything in one particular group. He advised two additional groups: Target Equity Exempt Trust Units and Henderson Administration Exempt High Income Units. He advised spreading our funds available for reinvestment between Charifund and the two abovenamed funds.



It was decided to take the sum from the Knowesley investment and to realise the gilt stock which were above par making around £15,000 (Market Value) in all and to invest this sum equally between the Target Equity Exempt Trust Units and Henderson Administration Exempt High Income Units.

- (d) Branch Accounts: Ten home Branches and ten Overseas Branches had not rendered their accounts, as required by the Society Constitution. It was agreed that the Secretary would write to remind these Branches of the necessity of making the necessary returns. All Branches should note that advice regarding their finances was readily available from the Treasurer of the Society.
- (e) VAT: It was agreed that the Treasurer would prepare a paper on VAT to send out to all Branches. Mrs Joffcoat gave a resume of the situation. From 1972 till 1979 discussions had taken place with the Customs and Excise at the end of which time it was decided that Summer School was exempt from VAT as it was education. It has taken until 1987 for the conclusion to be reached that the Society was liable for VAT. The position now is that the Branches will be treated as autonomous and each Branch will be judged by its own position. Summer School is entirely exempt and will be isolated completely.

Strathspey Sales is a separate company and because of its limited turnover will be exempt.

Subscriptions paid by overseas Branches are zero rated. Subscriptions from home Branches may be calculated for VAT less the cost of book and Bulletin.

The Society is now registered for VAT from 1980. The present level at which VAT becomes payable is a turnover of £21,300.

Investment income is not included.

- (f) Deeds of Covenant: The Treasurer had gone thoroughly into the question of Deeds of Covenant and the legal position is quite clear. It is not permissible to pay by Deed of Covenant where benefit (i.e. the book and Bulletin) is received. Also approval of the Inland Revenue must be sought before embarking on such a scheme. The cost in time and administration would outweigh the benefits in view of the small subscription paid in this Society, quite apart from the legal aspects.

The Committee recommended that we did not pursue the matter but agreed that it would be possible for members to covenant donations to the Society which would be very welcome but these would not affect the subscriptions.

#### F87/42 SUMMER SCHOOL 1987

Applications for a refund of fees were discussed and it was unanimously agreed that no refunds should be made in view of the fact that all members were advised to insure against cancellation after the date specified on the application form.

The Committee decided to investigate the possibility of group insurance once again.



F87/43 SUMMER SCHOOL 1988

Efforts had been made to keep fees at the same level next year but after negotiations with the University authorities it appeared that it would not be possible to do so. The University had been unable to avoid increasing their charges but had for this year kept them to £2 per week per person more than last year. This increase will have to be passed on to members attending. Noting this year's deficit, however, the Committee recommended that the afternoon tea provided at the start of each fortnight's course should be discontinued and that tea and biscuits should be made available by the Society on these days. There would be no special arrangements regarding the "Director's Welcome". Should these recommendations be unacceptable the fees recommended below would have to be increased by a further £2 per week.

Fees - Resident:

Two week course - Tuition and Maintenance ... £260  
One week course - Tuition and Maintenance ... £130

Non-Resident:

Two week course - Tuition..... ££50  
One week course - Tuition ..... £25

The level of deposits was retained at £20.

F87/44 PUBLICATIONS

The quotation of £4,299 for printing Book 35 was accepted.

It was decided that requests for leaflets with music should be met, after present stocks were exhausted, by photocopies where feasible since the copyright of the leaflets were our own. In the meantime present stocks would diminish only very slowly since the leaflet dances were now published in this year's Pocket Edition.

F87/45 CORRESPONDENCE

Correspondence regarding trade terms had been received and was noted.

F87/46 EXTENSION WORK

The Committee decided that having made a grant to Birmingham Branch this year they were unable to accede to a request for financial assistance next year when the Branch hoped to repay hospitality received when their members had visited Germany.

F87/47 VIDEOS

The Committee received a request from the Publications Committee that finance be provided for the video recording of Book 35 dances by Picardy Pictures. The Committee were very reluctant to meet the quotation from Picardy Pictures which was considerably more than the rates for previous videos. It was suggested that the Publications Committee should discuss the matter with the present supplier with a view to putting right the things which were not acceptable to that Committee.



F87/48 RECORDS

Mr Laurie (London Branch) had raised with the Finance Convener the possibility of increasing Branch discount on records. The Committee decided this was not feasible at present. However, it was agreed again to seek alternative quotations for the production of our records.

F87/49 STAFF MATTERS

Staff matters were discussed and recorded in a paper apart.

F87/50 NEXT MEETING

- To be decided by the Executive Council.

The meeting closed at 4.30 p.m.

*James Tait*  
*23/1/88.*



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE FINANCE  
COMMITTEE AT 12 COATES CRESCENT, EDINBURGH,  
ON SATURDAY, 23RD JANUARY, 1988, AT 2.00 P.M.

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PRESENT: Mr J. Taylor (in the Chair), Dr. A. MacFadyen, Mr A.S. Aitkenhead,  
Mr J.C. Douglas, Miss A.M. Duffield, Miss A.W. Miller, Mr G. Lawson,  
Miss M.M. Ross, Mr R. Turnbull.

ATTENDING: Miss M.M. Gibson (Secretary), Mrs M.A. Jeffcoat (Treasurer)

The Chairman welcomed the Committee to the first meeting of 1988 and in particular hoped that Miss Duffield who had joined the Committee for the first time would find their deliberations enjoyable and interesting.

F88/1 APOLOGIES

None

F88/2 MINUTES

The Minutes had already been approved at the Executive Council Meeting in November.

F88/3 BUSINESS ARISING

- (a) F87/40(d) Executive Lunch: It was decided to ask the same Catering firm to provide the Executive Lunch in November, this year.
- (b) F87/42 Summer School Insurance: Having considered suggestions from the Insurance Brokers regarding overall cover for Summer School cancellations, it would be much more complicated and certainly no less expensive than private arrangements by individuals. It was decided to leave participants to make their own arrangements and to emphasise once more the need to insure if fees were to be recovered.
- (c) F87/43 Summer School: The Summer School Committee had accepted that afternoon tea as it had been in past years would not be available this year and that tea and biscuits would be provided. They had also accepted that there would be no special arrangements regarding the Director's Welcome.
- (d) F87/47 The Publications Committee had accepted the suggestion of further discussion with the supplier of the videos and a meeting had been arranged for 6th February.
- (e) F87/48 Having received quotations for the production of our records, it was clear that if Craighall Studios were no longer to do this for us, a considerable increase in cost would result with a consequent effect on selling prices. A decision regarding the quotations was held over to the next meeting while further efforts should be made to see if there were any other alternatives.



In the meantime it was decided to hold the price of records to our own members (including TAC and NZ Branch Record Shop) to £6.00. To non-members and to the trade the price would be £7.50.

F88/4 FINANCIAL STATEMENTS

- (a) Statement of Accounts paid since the last meeting up till 31st December, 1987 - £9914.82 (October), £11,608.80 (November), £13,930.33 (December) was approved.
- (b) Investments: The list of investments was accepted. The stockbrokers had advised rationalising our portfolio and suggested that we should sell all gilts which were over par. It was agreed that £11,400 worth of the proceeds and cash already held available, should be invested (to year 2,000) at 9.1% and that the remainder (some £3,000) should be used to buy AFM Convertibles.

Of the RSCDS Charifund Investment half should be left there with one quarter withdrawn and put into Murray Johnstone and one quarter to be invested in other equities after discussion with the brokers.

The Charifund investment of the Jean Milligan Fund would be discussed by the Treasurer and the Secretary and a proposal put to the next meeting.

- (c) The Statement of Income and Expenditure for the period 1st July to 31st December, 1987 was approved.
- (d) The Balance Sheet as at 31st December, 1987 was approved.
- (e) Branch Accounts: The Secretary had written last autumn to Branches whose accounts had not been received but still very overdue were:-

|                                 |             |
|---------------------------------|-------------|
| Central Kentucky                | Tokyo       |
| Nova Scotia (Halifax-Dartmouth) | Twin Cities |
| Stockholm                       |             |

The Committee were perturbed at this situation. If the accounts were prepared as instructed in Branch and Society Constitutions and were put to the Branch A.G.M. it must be a simple matter to photocopy them and send to Headquarters. The Committee were left to conclude that accounts were not being presented to Branch Annual General Meetings and this must be considered a serious situation.

Letters would again go to Branch Secretaries and Treasurers and to Branch representatives (if any) on the Executive Council. Council's attention would also be drawn to this unsatisfactory state of affairs.

- (f) Autumn School: The Autumn School had made £151.05 from which the hire of the hall (separate amount not ascertained for this) should be deducted. The expenses outstanding to be paid to Edinburgh Branch for the hire of the Assembly Rooms for the class, Open Forum and A.G.M., and the hire of PA equipment less the amount from the Autumn School were now £598.51.

F88/5 APPLICATION FOR GRANTS

- (a) Adelaide Branch had applied for a grant to help with the cost of bringing a teacher from U.K. to Australia for the Winter School. After consideration of the assistance already given to Australia e.g. regular visits by teachers/examiners, etc. it was decided that a grant should not be made and that the fees for the school should be costed with whatever expenses there were in mind.



- (b) An application for help with a candidate class teacher's salary was received from London Branch. It was decided to ask London Branch to complete the official form and submit it for consideration at the next Finance Committee Meeting. The Committee expressed regret that a teacher was not found who could have been paid by the ILEA.
- (c) Newcastle upon Tyne Branch had submitted an application for assistance with their candidate class and it was decided to grant £125 towards the deficit.

F88/6 EXTENSION WORK

A grant of £300 was made to Birmingham Branch towards the expenses of their attendance at a Festival in Belgium.

It was decided to place on the next Finance Committee Agenda the consideration of the level of grants being made in this respect.

F88/7 I.D.T.A.

A letter had been received from the International Dance Teachers' Association suggesting asking for our reaction to the suggestion of a combined agency for Scottish Country Dance products and in particular to an agreement with regard to pricing.

The Committee were unanimously agreed that the suggestion could not be accepted. While the I.D.T.A. Sales Co. was a purely commercial venture (it appeared) we were bound by our Constitution to keep prices as reasonable as possible and it could not be countenanced that any other outside body should have an influence on our decisions.

F88/8 REMITS FROM EXAMINATIONS COMMITTEE

- (a) The last music course (funded from the Laurel Gray bequest) had cost around £935 (the balance from £1,000 going to the Archives).

The Examinations Committee now asked for funding for a further music course in (probably) February, 1989 when it was proposed to hold the course for violinists and accordionists if suitable numbers applied. The Finance Committee agreed to fund the course within the same region of expense and provided suitable numbers of students were forthcoming.

- (b) The Examinations Committee asked for funding for an Examiners' Seminar to be held in September, 1989. This was agreed.

F88/9 PUBLIC LIABILITY INSURANCE

We had again elicited advice from our insurance company regarding public liability and had cited a hypothetical case of someone slipping and suffering injury at a class or dance. Excerpts from the Insurance Society's letter were highlighted for the Committee viz:

"The Cover given by your Policy in respect of Public Liability covers you against your Legal Liability at Law or any claim made against you. In the circumstances related, if it could be proved that the injured person sustained injuries as the result of the negligence of the Society then any Claim made against you would be covered.



If you rent premises and the owners of these premises refuse permission for you to put "Slip Stop" on the floor and the warning was given to dancers that the floor was slippy, little could be done about suing the Royal Scottish Country Dance Society for negligence. The injured person has placed themselves in the situation where they are accepting any risk of falling due to the slippy floor.

The situation could of course be different if the floor was slippy, the Dance Society were aware of this, but took no steps either to warn the dancers or stop the floor remaining slippy."

The Committee noted the correspondence and also noted that the case was no longer hypothetical since such a claim had been made against the Society and was presently being handled by the Society's Insurance Company. The outcome of the case will not be known for some time.

F88/10 CLAN MacLEOD DANCERS

It was decided to refuse permission for the reproduction of the Society dances in the book being produced by the Clan MacLeod dancers.

F88/11 QUOTATIONS

(a) Three quotations had been received for the reprint of Book 9. Our present printers, Buccleuch Printers Ltd. had offered the lowest tender which was accepted.

The lack of profit on our publications when sold to the trade was noted but in the interests of members it was decided to hold the present price for books with music for this year at least. The volume of sales to the trade would be monitored and reported to the Committee at a later date.

(b) A quotation for the new publication "An Album for Mrs Stewart" was accepted from Buccleuch Printers (£5350.00)

(c) It was decided to allot £700-£1000 for the casting in bronze of the statuette donated to the Society by Mrs Clampitt.

F88/12 STAFF

The Chairman announced with regret that the Secretary had given notice of her intention to retire on 5th November, 1988.

A sub-committee consisting of the Chairman, Vice-Chairman, Convener of the Finance Committee and the Treasurer was appointed to handle all procedures in respect of finding a replacement and empowered to make all arrangements for Miss Gibson's retirement. They were also empowered to co-opt additional member/s to the Committee should they consider it necessary.

F88/13 NEXT MEETING

16th April, 1988

*James Yaxley*

The meeting closed at 5.00 p.m.

*16/4/88*



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE  
AT 12 COATES CRESCENT, EDINBURGH, ON SATURDAY  
16TH APRIL, 1988, AT 2.00 P.M.

---

PRESENT: Mr J. Taylor (in the Chair), Dr. A. MacFadyen, Mr A.S. Aitkenhead,  
Mr J.T. Douglas, Miss A.W. Miller, Mr G. Lawson.

ATTENDING: Miss M.M. Gibson (Secretary), Mrs M.A. Jeffcoat.

F88/14 APOLOGIES

Miss A.M. Duffield, Miss M.M. Ross, Mr R. Turnbull.

F88/15 MINUTES

The Minutes of the Meeting on 23rd January, 1988 were approved.

F/88/16 BUSINESS ARISING

- (a) F88/3(d) Video: After discussion with the Independent Video Productions, the Publications Committee had decided to produce the Video for Book 35 in the same format as the others but the music would be pre-recorded and fed into the video and more lighting would be used. The advice of I.V.P. would be followed regarding the colour of dresses. The additional lighting and piping in of the pre-recorded music would increase the original quotation by £50.
- (b) F88/3(e) Records for 1989: It was agreed to meet the request by the Publications Committee for three records to be produced for 1989 - i.e. the music for Books 11, 12 and 13. (Approx. £1200)  
After taking further advice on the matter it was decided not to increase the retail price of records to the trade but to increase the discounted price to the trade by 50p leaving the retailer to fix his own selling price.
- (c) F88/5(b) London Branch Candidate Class: It was agreed to grant £75 to the Branch towards the expenses of the class.
- (d) F88/5(c) Newcastle upon Tyne Branch had submitted their Balance Sheet for their candidate class and this was duly noted.
- (e) F88/9 Public Liability Insurance - As no decision had as yet been intimated this item was carried forward.
- (f) F88/11(c) Mr Taylor reported that fresh difficulties had arisen and he was still investigating ways and means of having the statuette cast.

F88/17 FINANCIAL STATEMENTS

- (a) Statement of Accounts paid since the last meeting up to 31st March, 1988 - £19,868.83 (January); £8,640.09 (February); £8,126.84 (March) was approved.



- (b) **Investments:** The Treasurer reported that we had sold all our stock above par and had made a profit of £2,500. We have re-invested in 8½ per cent Treasury Loan 2000.

Under Equities the Charifund had been split in half with one-quarter to Murray Johnston and one quarter to Baillie Gifford. Part of the sale of gilts went into E.F.M. Unit Trust Managers. The Charifund sale made £9,000 profit.

In respect of the Jean Milligan Memorial Fund, the Charifund investment had been discussed by the Treasurer and Secretary and it was recommended that the Charifund holding should be sold (increasing the capital) and re-invested to gain increased interest. Advice will be sought from the brokers regarding the re-investment.

- (c) Statement of Income and Expenditure for the period 1st July to 31st March, 1988 was considered. Certain amendments were considered necessary and a revised statement would be produced by the Treasurer for the next meeting.
- (d) The Balance Sheet as at 31st March, 1988 was accepted.
- (e) Manchester Branch was outstanding in respect of membership subscriptions for the year 1987/88. The Secretary reported that she had recently written to the Treasurer of the Branch regarding the matter.
- (f) Branch Accounts still remained overdue for the year 1986/87 from Central Kentucky, Nova Scotia, Twin Cities and Canberra Branches.

F88/18 APPLICATION FOR GRANTS

New Zealand Branch had asked the Society if there was any possibility of financing a pianist to accompany Dr. MacFadyen on his visit there in 1989. After some consideration it was agreed to grant the cost of travel from U.K. to New Zealand for the pianist with the Branch taking responsibility for all other expenses (i.e. internal travel, accommodation etc.).

F88/19 EXTENSION WORK

- (a) The Committee reviewed the level of extension work grants and in view of the increase in travel costs since the last review it was decided the grant per party from 1st July, 1988, would be £500.
- (b) Inverness Branch and Edinburgh Branch were allotted grants of £500 for extension work to be undertaken after 1st July this year.
- (c) A letter from Birmingham Branch thanked the Society for the grant towards their demonstration trip to Belgium.

F88/20 MEMBERSHIP SUBSCRIPTION

In view of the present and projected financial situation it was agreed that the membership subscription should be increased to £5 from 1st July, 1989. This recommendation would be made to the Executive Council with a view to placing an appropriate motion on the A.G.M. Agenda, as follows:

"that with effect from 1st July, 1989, the annual subscription be raised to £5, the subscription as at present being divided in proportion of 50 per cent to be retained by the Branch and 50 per cent to be forwarded to Headquarters. Where a Branch starts its financial year prior to, or later than 1st July, the increased subscription will be operative from the start of the Branch financial year in 1989."



F88/21 INSURANCE

The Secretary reported that the cost of repairing the office window which had been broken by vandals was not covered by insurance as the repair was under £100 and the Glass Section of our policy was subject to a £100 policy excess.

F88/22 VIDEO COPYRIGHT

Legal advice regarding copyright in respect of Society videos was noted.

F88/23 PUBLICATIONS

The quotation for the Pocket Edition (1989 Subscription copy) of £3,394 was accepted.

F88/24 STAFFING

- (a) Replacement for Secretary: Dr. MacFadyen reported that he, Mr Aitkenhead, Mr Taylor and Mrs Jeffcoat had met and discussed the duties of the Secretary, the job specification, the timetable for the new appointment and the advertising. To date some 88 requests for application forms had been received.
- (b) Miss Angela Shand had intimated her resignation with effect from 30th April. Miss Munro had been transferred to take over Miss Shand's work for a trial period and another assistant, Mrs Watt, had been employed to fill Miss Munro's vacancy. (Paper apart).

F88/25 RECORDINGS

Mr Taylor reported on his investigations regarding the possibilities of cutting the cost of our recordings and had found a Studio which might be suitable. He and representatives of the Publications Committee were going to see the studio concerned on 24th April.

F88/26 V.A.T.

Edinburgh Branch were now faced with having to pay VAT. The Treasurer had been informed that the Branch had had discussions with a VAT official. Mrs Jeffcoat said that some time ago she had advised any Branch to see her before making any approaches to the VAT office. She undertook to telephone Edinburgh Branch to see what could be done.

F88/27 NEXT MEETING

30th July, 1988 (venue St. Andrews)

The meeting closed at 4.20 p.m.

*James Yaxley*



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

SPECIAL MEETING OF THE FINANCE COMMITTEE  
AT 12 COATES CRESCENT, EDINBURGH, ON 14TH  
MAY, 1988, AT 11.45 A.M.

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PRESENT: Mr J. Taylor (in the Chair), Dr. A. MacFadyen, Mr A.S. Aitkenhead,  
Mr J.C. Douglas, Miss M. Duffield, Mr G. Lawson, Miss M.M. Ross,  
Mr R. Turnbull.

ATTENDING: Miss M.M. Gibson (Secretary)

F88/28 APOLOGIES

Miss Gibson had been unable to contact Miss Miller regarding the meeting as Miss Miller was en route to Denmark on Society business.

F88/29 CHAIRMAN'S REMARKS

Mr Taylor said that the meeting had to be called as several urgent matters required to be considered and, if agreed, would require funding before the next scheduled Finance Committee Meeting.

F88/30 PUBLICITY

A quotation had been received from Kelley Graphics for art work and camera ready copy for:

Three posters

A three-fold leaflet (A4, printed both sides, with photographs and folded in three)

A handbill printed two sides.

The cost of this would be £1500.

The Committee authorised this expenditure and further arrangements on the designs only were left in the hands of the Vice-Chairman. All correspondence to be through the Secretary.

F88/31 PIANO

The piano at Headquarters was no longer at the correct pitch and could not be brought up to concert pitch. It was decided that another piano should be purchased and preferably a good second hand piano capable of being brought up to and maintaining concert pitch. £1500 was agreed as the sum to be allotted for this purpose.

It was further agreed that provided we could get at least £250 for our present piano it should be traded in or sold.

F88/32 FIRE EXTINGUISHER

We had been informed that we required a new Fire Extinguisher by the firm inspecting the fire fighting equipment at Headquarters. This matter was carried forward to the next meeting pending enquiries regarding the actual faults of the extinguisher concerned.



F88/33 RECORDS FOR 1989

Recording was to take place in a new studio (Pinemarten Sounds Ltd) which offered better terms than those considered recently and this would enable us to keep the price of records to members at the present level for the time being at any rate.

F88/34 VIDEOS

Mr Taylor said he was perturbed at the cost of our videos and he was anxious to find cheaper reproductions. He was investigating possibilities and would report to the next meeting.

F88/35 NEXT MEETING

30th July 1988 (as scheduled).

The meeting closed at 12.10 p.m.

*James Taylor*

*J.*



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE FINANCE  
COMMITTEE AT McINTOSH HALL, ST. ANDREWS, ON  
SATURDAY, 30TH JULY, 1988, AT 2.00 P.M.

---

PRESENT: Mr J. Taylor (in the Chair), Mr A.S. Aitkenhead, Mr J.C. Douglas,  
Miss M. Duffield, Mr G. Lawson, Miss M.M. Ross, Mr W. Turnbull,  
Miss A.W. Miller.

ATTENDING: Miss M.M. Gibson (Secretary)

F88/36 APOLOGIES

Dr. A. MacFadyen (in Australia on Society business).

F88/37 MINUTES

The Minutes of the meeting on 16th April had been approved at the Executive Council. The Minutes of the meeting on 14th May were now unanimously approved.

F88/38 BUSINESS ARISING

- (a) F88/16(a) and F88/34: Videos: Mr W. Clement, Convener of the Publications Committee, was invited to attend the meeting to assist and put forward his Committee's ideas on the selection of alternative suppliers of Videos. Mr Taylor reported that three companies' prices were submitted for consideration, the most favourable being Messrs. Covey of Edinburgh. Their verbal costs were to be confirmed in official quotations to be sought by the Secretary and put to the Committee at the next meeting.

Quotation from Covey to include:

- (a) Costs to produce a Society video of 20 minutes duration.
- (b) Duplication of our existing videos (British System) (20 minute duration).
- (c) Conversion to American system (Producing a Master) (20 minute duration).
- (d) Duplication of the Master (American System) (20 minute duration).
- (e) Cost to produce duplicates of three existing videos on single tape (1 hour duration).

Above costs to show V.A.T. separately and all extras involved.

Mr Clement further suggested having a one hour tape with three books on it.

Mr Taylor said that this should be remitted to the Publications and Research Committee to ascertain what they wanted, and to discuss whether it was best to include three books, or to include one book plus something on Ladies' Step or instruction regarding formations.

The Committee recorded their appreciation of Mr Clement's making time to attend the meeting and would await further information from the Publications Committee.

- (b) An acknowledgment was received from London Branch of the financial help towards the examination class.
- (c) New Zealand Branch had written to thank the Committee for agreeing to fund travel to New Zealand for a pianist in 1989 and undertook to provide all other costs.



- (d) F88/32 Fire Extinguisher: The Secretary reported that the liquid within the extinguisher caused erosion and with the age of the extinguisher it would probably not work when required if a fire occurred. It was decided to replace the old extinguisher with a new one at a total cost of £181.00.
- (e) F88/30 Publicity: The firm which had been consulted about publicity had suggested a different type of notepaper heading. One particular typeface was unanimously selected (indicated as A1) and it was decided to adopt the shade of blue suggested.

By a majority decision the Committee decided to follow modern practice by having the Patron, President and Office Bearers listed at the foot of the notepaper.

Quotations would now be sought but the letterheads would be brought into use as stocks became exhausted.

It was agreed that Mr Taylor and Mr Aitkenhead would confer with Mr Mair (i.e. the Sub-Committee on Publicity) and approve the Publicity material.

- (f) F88/31 Piano: There now appeared no possibility of getting £250 for the old piano in the Members' Room and the Secretary was asked to try to dispose of it at the best price.

#### F88/39 FINANCIAL STATEMENTS

- (a) Statement of Accounts paid since the last meeting up to 30th June, 1988 - £14,652.31 (April); £15,115.16 (May); £7,385.83 (June) was approved.
- (b) Investments: The Treasurer reported that the Jean Milligan Memorial Fund Charifund Units were to be reinvested in a higher interest stock the sale of the Units resulting in an increase of Capital.  
The schedule of investments was approved.
- (c) Statement of Income and Expenditure for the year ended 30th June, 1988 was amended where necessary and approved and the Committee drew up the Estimate for 1988/89, which provided for a deficit which would have to come out of reserves. Mrs Jeffcoat was to discuss figures for final estimates with Mr Taylor before going to print.
- (d) The Balance Sheet as at 30th June, 1988 was approved. Again Mrs Jeffcoat was to agree this with Mr Taylor before going to print.
- (e) It was noted that the Manchester Branch subscriptions had been received.  
In order that there would be more time to prepare the accounts and discuss them it was decided that a later date be set next year. The third Saturday at Summer School was suggested subject to the agreement of the Summer School Committee who usually used this date. (Summer School Committee did not wish to change and the Finance meeting will be held on 19th August 1989 at Coates Crescent, Edinburgh).

#### F88/40 EXTENSION WORK

Grants for Extension Work were allotted to Leicester Branch (£500) and Manchester Branch (£500).

#### F88/41 PREMISES

- (a) Fire Alarm: There was some doubt as to whether or not our Alarm would meet current requirements for warning overhead offices. The Secretary was in touch with the Fire Inspectors and would report to the next meeting.



- (b) The premises above Headquarters were investigating the possibility of dry rot in the building. They would keep us informed so that we could consider, if necessary, if any investigation was required in our part of the building.
- (c) Our iron railings in front of the entrance to 12 Coates Crescent had been broken by vandals and would now provide a hazard for children. The Secretary was asked to contact blacksmiths and obtain estimates as regards repairs.

F88/42 STAFF MATTERS

Mr Taylor reported that after advertising for a replacement for the Secretary 100 applications for forms were received of which fifty were returned. The sub-committee reduced this number to 9 whom they interviewed. Mrs Joan Moore was finally selected and accepted the position. She would start work with the Society on 5th September as Secretary designate and would take over as Secretary on 5th November when Miss Gibson demitted office. Various other matters were considered and decided (See paper apart).

F88/43 V.A.T.

Mr Taylor reported that Edinburgh Branch turnover was above the permissible limit and had had to register for V.A.T. They also have to meet a claim for three years back. He had deemed it advisable to call in a consultant who had been engaged as our V.A.T. consultant. He was now in touch with Edinburgh Branch and with the Treasurer. In the meantime we had made Edinburgh Branch an agent for Strathspey Sales.

F88/44 OTHER BUSINESS

- (a) The Chairman raised the question of the number of books etc. other than our own being sold at Summer School. Miss Gibson said she would present information including number of these items and the profit from them, at the next meeting for the Committee to consider.
- (b) It was agreed that the stocks of leaflets (now included in a Pocket Edition) would be written off. Although they would remain to be sold, if necessary (they include the music for the dances concerned) writing them off would reduce the value of the stock held.
- (c) Having learned of the gift of a TV set and Video from a Group in Japan the Committee felt that the Chairman of the Society should convey our gratitude for this magnificent gift in a letter signed by himself on his return from Australia. In the meantime the Secretary had written on behalf of the Society to thank the Group and its Chairman.
- (d) Summer School: Miss Gibson raised the question of a request for a refund of fees where the member could not be insured as his illness had been contracted before 20th June. The Committee did not consider that they could make any exceptions to the rule that cancellations made after the stated date (20th June this year) would not be entitled to refunds.

F88/45 NEXT MEETING

15th October, 1988

*James Leitch*  
*15/10/88*



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE FINANCE  
COMMITTEE AT 12 COATES CRESCENT, EDINBURGH,  
ON 15TH OCTOBER, 1988, AT 2.00 P.M.

---

PRESENT: Mr J. Taylor (in the Chair), Dr. A. MacFadyen, Mr A.S. Aitkenhead,  
Mr J.C. Douglas, Miss M. Duffield, Mr G. Lawson, Miss A.W. Miller,  
Miss M.M. Ross, Mr R. Turnbull.

ATTENDING: Miss M.M. Gibson (Secretary, Mrs J.A. Moore (Secretary Designate),  
Mrs M.A. Jeffcoat (Treasurer).

F88/46 APOLOGIES

None

F88/47 CHAIRMAN'S REMARKS

Mr Taylor welcomed Mrs Joan Moore, who would replace Miss Gibson as  
Secretary, to her first Finance meeting.

F88/48 MINUTES

The Minutes of the meeting on 30th July, 1988 were approved on a motion  
by Miss Ross, seconded by Mr Turnbull.

F88/49 BUSINESS ARISING

- (a) F88/38(a): Videos. A quotation from Covey Promotions was considered  
and it was decided to order three NTSC videos for overseas customers.  
It was decided that the selling price would be brought down to £20  
instead of £50 as at present. I.V.P. at present held the master  
of the video and a request had been made to have it sent to us so  
that we might proceed with our order.
- (b) F88/38(d): The Secretary reported that the new Fire Extinguisher  
was now in place and ready for use when necessary.
- (c) F88/38(f): The Secretary reported that the old piano had been  
disposed of for £125, the highest price obtainable.
- (d) F88/41(c): The railings in front of the office had been repaired  
and made safe.
- (e) F88/41(b) Dry Rot: The owners of the premises above Headquarters  
had found traces of dry rot in their building. At the moment it  
appeared doubtful that it had reached our premises and it was  
decided to take no action in the meantime.

F88/50 FINANCIAL STATEMENTS

- (a) Statement of Accounts paid since the last meeting up to 30th  
September, 1988: £13,317.91 (July); £18,961.61 (August); £117,388.15  
(September) was approved.
- (b) Statement of Income and Expenditure for the three months ended 30th  
September, 1988 was noted. The Treasurer was asked to include an  
extra column for the annual budget figure in future statements.



- (c) Investments: List of investments was approved. The investment of £20,000 now available would be decided at the next meeting after the Treasurer had consulted with the brokers.

It was noted that the sale of the Charifund units had resulted in an increase to capital of the Jean Milligan Memorial Fund of some £7,500.

- (d) Branch Accounts: In general, Branch Accounts submitted to date showed a satisfactory state of affairs. One Branch whose deficit for this year gave cause for concern would receive a communication from the Treasurer drawing attention to the dangers of the situation. A substantial number of Branches had not yet submitted their accounts and the Secretary would write reminding them of their obligation to do so.
- (e) An income and expenditure statement for the 1988 Summer School was accepted.

F88/51 PUBLICITY

- (a) The new style notepaper had been ordered.
- (b) Quotations (three) had been received for publicity material and it was decided to accept the lowest tender and to endeavour to have the A5 handbill available at the Annual General Meeting. A second A5 handbill would be provided in time for "Dancing Round the World" on 5th August, 1989.

F88/52 SUMMER SCHOOL

- (a) The question of stocking "sale or return" items was considered. Every effort would be made to help Branches by taking books, etc. The Secretary reported that we had made a reasonable sum from selling various items from Branches and from individuals. The Committee unanimously agreed that the Society should have trade discount of 1/3 on all such items sold through the shop.

It was also decided that a contract should be drawn up for all who supplied sale or return items to ensure that no selling was carried out privately at Summer School.

- (b) Fees: Various increases in costs had been notified regarding the Summer School in 1989, the largest being that imposed by the University for residence and catering. The following charges were fixed for 1989:-

|   |       |      |
|---|-------|------|
| Resident: Two week course - Tuition and Maintenance | ..... | £272 |
| One week course - Tuition and Maintenance           | ..... | £136 |
| Non-Resident: Two week course - Tuition             |       | £52  |
| One week course - Tuition                           |       | £26  |

It was further decided that the deposit should be increased to £25, for both Resident and Non Resident.

F88/53 LEAFLETS

The Treasurer confirmed that leaflets for dances now included in a Pocket Edition had been written off stock.



F88/54 OVERSEAS TRAVEL - Teacher/Examination Tours

It was agreed that all internal continental travel would be financed for official teacher/examiner tours overseas, and for accompanying pianists if appointed.

F88/55 A.G.M. AGENDA

The Committee considered the items on the Annual General Meeting Agenda which concerned Finance. Mr Taylor would be representing the Executive Council's view in proposing the Motion at 11(a) on the Agenda and would therefore oppose amendment (i). The Committee were also opposed to amendment 11(ii) and Mr Turnbull would put the Committee's view to the A.G.M.

The Committee considered that much more consideration was required in the case of the Motion at 11(b) on the Agenda and it was decided that a "Remit Back" should be moved. Mr Douglas agreed to undertake to do this provided his Branch, whose delegate he was, agreed.

F88/56 STAFF MATTERS AND ALLOWANCES

(a) Expenses for those attending meetings were reviewed and with effect from 1st January, 1989, were decided as follows:

|                           |        |
|---------------------------|--------|
| (i) Lunch                 | £3.00  |
| (ii) Evening Meal         | £5.00  |
| (iii) Overnight Allowance | £15.00 |

(b) Expenses Allowance for the Society Chairman, Director of Summer School and staff matters were discussed and recorded in a paper apart.

F88/57 RECORDS

The Secretary had ascertained costs of ordering records and sleeves from Pinemarten Sounds Ltd. after the initial order and these were noted.

F88/58 OTHER BUSINESS

(a) Application from Lochaber Branch for assistance towards holding a candidate class. It was noted that the Branch had applied for assistance to various local authorities and other organisations. It was decided to ask the Branch for a statement regarding any grants made and to give the Branch half of the remaining balance.

(b) The Committee gave approval for designs for a mug and a plate proposed by Newcastle upon Tyne & District Branch to mark their 40th anniversary.

(c) The Committee granted £150 to London Branch towards additional expenses in attending an international festival in Saumur.

(d) Hop Scotch: Quotations had been received for reprinting this publication and it was decided to accept that from Reiver Press Ltd. (£680).

(e) The Secretary drew attention to a letter she had sent to "Atholl Brose" regarding supplying them with our records.



- (f) VAT: Edinburgh Branch had paid the VAT demanded but were now considering the Consultant's suggestions as to how to avoid paying VAT in future.
- (g) Paterson's Publications had objected to our supplying a few small shops with our books, our prices being one third of their selling price. They had asked for comments on figures they had provided but as these figures did not agree with their catalogue it was decided not to reply in the meantime.
- (h) The Scottish Council for Dance had increased membership subscription from £25 to £100. It was decided to raise this matter with Mrs Corson who was our representative on the Council and to review the demand for the increased subscription at the next meeting.
- (i) An invitation to join the Scottish Record Industry Association had been received but the Committee decided to reject it.
- (j) "Auld Lang Syne" publishers had not paid royalties due to us for some years and could not be traced. The Treasurer would endeavour to trace their whereabouts through their registered number.
- (k) An appeal from Mme. Chamoin regarding refund of Summer School fees was rejected despite sympathy felt for the situation. It was considered that there must be adherence to the rules to be fair to all.

F88/59 BANK SIGNATORIES

It was decided that from 5th November, 1988 Mrs Joan A. Moore would replace Miss M. Muriel Gibson as a signatory for all RSCDS and Strathspey Sales Accounts held by the Bank of Scotland in Edinburgh and in St. Andrews.

F88/60 NEXT MEETING

14th January 1989 (subject to Executive Council approval).

Mr Taylor thanked the members for their attendance throughout the year and also thanked Miss Gibson for devotion to the work of the Committee and for the way she had looked after the Jean Milligan Memorial Fund.

The meeting closed at 4.40 p.m.



Tel: 031-225-3854

12 Coates Crescent,  
EDINBURGH,  
EH3 7AF.

14th December 1988

To: All Members of the Finance Committee

The next meeting of the Finance Committee will take place on Saturday 14th January, 1989 at 2.00 p.m. at 12 Coates Crescent, Edinburgh.

The Minutes of the last meeting are enclosed and the Agenda is appended. It is hoped you will be able to attend.

JOAN A. MOORE

Secretary

A G E N D A

1. Apologies
2. Chairman's Remarks
3. Minutes of Meeting on 15th October, 1988.
4. Business Arising (and not included elsewhere in the Agenda)
  - (a) F88/50(c) Treasurer to report - suggest investment for £20,000.
  - (b) F88/50(d) Secretary to report on response to letters, re-Branch accounts.
  - (c) F88/51 Publicity - Chairman to report.
  - (d) F88/58(a) Secretary to report response from Lochaber Branch.
  - F88/58(f) VAT Edinburgh Branch. Member from Edinburgh Branch to report.
  - F88/58(h) Secretary to report on advice of Mrs Corson.
  - F88/58(j) Treasurer to report.
  - (e) Bank Signatures - Secretary to report.
5. Financial Statements
  - (a) Statement of Accounts paid since last meeting.
  - (b) Investments
  - (c) Statement of Income and Expenditure for the period 1st July to 31st December 1988.
  - (d) Branch Accounts - Treasurer to report.
  - (e) Autumn School.
6. Remit from A.G.M.
  - On motion 11(b).
7. Staffing
  - Chairman to report.



8. Office Machinery  
- Chairman to report.
9. Any Other Business
10. Next Meeting  
15th April, 1989.



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE FINANCE  
COMMITTEE AT 12 COATES CRESCENT, EDINBURGH,  
ON 14TH JANUARY, 1989 AT 2.00 P.M.

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PRESENT: Mr J. Taylor (in the Chair), Mr A.S. Aitkenhead, Miss A.W. Miller,  
Dr. A. MacFadyen, Mr J.C. Douglas, Miss A.M. Duffield, Mr G. Lawson,  
Mr D.A. Ross, Miss M.M. Ross, Mr R. Turnbull.

ATTENDING: Mrs J.A. Moore (Secretary), Mrs M.A. Jeffcoat (Treasurer).

F89/1 APOLOGIES

None

F89/2 CHAIRMAN'S REMARKS

In his welcome to the Committee, Mr Taylor gave a special welcome to Miss Miller, as Vice-Chairman and to Mr Ross who was attending the Committee for the first time.

F89/3 MINUTES

The Minutes of the Meeting on 15th October 1988 had previously been approved at the Executive Council meeting on 19th November 1988.

F89/4 BUSINESS ARISING

- (a) F88/50(c) The Treasurer asked that her report on the suggested investment for £20,000 be considered with Item 5(b) on the Agenda.
- (b) F88/50(d) The Treasurer indicated that the number of Branches not submitting their accounts by October 1988 had been over-estimated but a small number were still outstanding and reminders would be sent to them.
- (c) F88/51 Mr Aitkenhead reported on the progress of the new publicity leaflets for the Society. The specially designed poster for Dancing Round The World would be ready at the beginning of February. Meetings with the B.B.C. had been held to discuss the programme Take The Floor which would be broadcast to coincide with the Day of Dance. A cassette tape of the dance programme is to be produced.
- (d) F88/58(a) The Secretary reported that no further correspondence had been received from Lochaber.

F88/58(f) V.A.T. Edinburgh Branch. Mr Ross said that Edinburgh Branch had acted on the advice of the V.A.T. consultants. An Extraordinary General Meeting of the Branch gave authorisation for two separate groups to be formed, The Edinburgh Fancy and the Edinburgh Weekend School Groups. However, there were still some problems to be smoothed out. He would report at the next meeting.

Resulting from a letter received from Mr Ferguson of the V.A.T. consultants it was agreed that a letter should be sent by the Society to the Branches in the U.K. explaining that a turnover approaching or exceeding £20,000 would make them liable to register for V.A.T.



F88/58(h) The Secretary reported that the question of paying the increased subscription to the Scottish Council of Dance had been a misunderstanding and would remain at £25.

F88/58(f) Secretary reported that thanks to the efforts of the Treasurer the whereabouts of "Auld Lang Syne" had been traced and that royalties due to us had now been paid.

- (e) F88/59 Secretary reported there were no problems connected with change over from the signature of Miss M. Gibson to that of Mrs Joan A. Moore for all R.S.C.D.S. and Strathspey Sales Accounts held by the Bank of Scotland.

F89/5 FINANCIAL STATEMENTS

- (a) Statement of Accounts paid since the last meeting up to 31st December 1988 : £12,034.76 October; £23,805.25 (November); £18,370.08 (December) was approved.
- (b) The list of investments was accepted as they stand. The investment of the £20,000 was discussed and it was agreed that £10,000 should be invested in the New National Capital Bond at 12% interest for a period of 5 years and £10,000 should be left on deposit for further consideration.
- (c) The Statement of Income and Expenditure for the six months ended 31st December 1988 was noted. The Treasurer commented that publications were not making so much profit per item. Mr Taylor then invited Mr Douglas to examine the cost price and selling price structure of all R.S.C.D.S. items and to report on his recommendations at the next meeting.

F89/6 REMIT FROM A.G.M.

The Committee was informed that a questionnaire had been sent to all Branches to find out the structure of Branches related to age groups. On the basis of these answers it may be possible to fix the subscriptions according to the age groups. However, the question of Membership subscription was remitted to the next meeting.

F89/7 STAFFING

The Committee agreed there was a need for a full time Assistant Secretary at Headquarters and that the position should be advertised as soon as possible. The interviewing Committee would consist of the Convener of the Finance Committee, the Chairman and Vice-Chairman of the Society and the Secretary.

F89/8 OFFICE MACHINERY

The Chairman said he felt the time had come to consider the installation of a computer system at Headquarters. The Committee agreed that Mr A. Gray should draw up an Operational Requirement for the office identifying the tasks that can be supported by a computer system. This Operational Requirement would then be put out to a number of companies asking them to tender against it for presentation to the next meeting.



F89/9

ANY OTHER BUSINESS

- (a) Mr Taylor said he felt there was a discrepancy between membership numbers, as listed in the Bulletin and the sum received from subscriptions. The Treasurer said she would look at this apparent anomaly and report back.
- (b) Listening Tape : £2,650 authorised on estimated costs.
- (c) Dance Round The World : £1,325 authorised for the production of 500 Double Album tapes.
- (d) Cassette for Ladies Step Dances : This to be referred back to Mr Clement for more information particularly details concerning possible sales.
- (e) On the suggestion of the Chairman that the R.S.C.D.S. should consider selling their records and tapes to the trade through a distributor, agreement was given to talk to possible distributors about handling R.S.C.D.S. records and tapes throughout the world.
- (f) The Committee gave approval to the installation of a new rental telephone system at Headquarters.
- (g) The Committee granted £200 towards the purchase of a Microwave for the use of Headquarters staff.
- (h) The Committee agreed that for this year ONLY, the Jean Milligan Memorial Fund would provide for afternoon tea on the first Monday of each Course and for a reception each Monday night of Summer School at which Bobby Crowe and a three-piece band would be playing for the dancing.
- (i) On the proposal from Summer School Committee that it would be useful if the Society would purchase a clip on radio microphone, Mr Aitkenhead agreed to investigate what would be required and report back to the next meeting.
- (j) Summer School Bus Trips: Secretary to contact Mrs Gaul regarding the extent of the insurance cover of the Bus Company.
- (k) £1,000 authorised for the reprinting of R.S.C.D.S. Book 33.
- (l) Secretary to look at the question of lighting in the Committee Room.
- (m) The Chairman, reporting on the mailing problems of packages overseas, informed the Committee that the Royal Mail had been requested to come in and give advice.
- (n) It was agreed that two smoke detectors should be purchased. To be installed at the top of internal stair.
- (o) Insurance: Secretary to contact the Society insurers concerning the drawing up of a suitable No Liability for injury or loss notice for display in halls hired by Branches.
- (p) Arising from correspondence with Adelaide Branch it was confirmed that Headquarters pays for all internal travel for visiting examiners, for resident examiners and for visiting teachers.

F89/10

NEXT MEETING

15th April 1989

The meeting closed at 5.10 p.m.



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE FINANCE  
COMMITTEE AT 12 COATES CRESCENT, EDINBURGH,  
ON 14TH JANUARY, 1989 AT 2.00 P.M.

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PRESENT: Mr J. Taylor (in the Chair), Mr A.S. Aitkenhead, Miss A.W. Miller,  
Dr. A. MacFadyen, Mr J.C. Douglas, Miss A.M. Duffield, Mr G. Lawson,  
Mr D.A. Ross, Miss M.M. Ross, Mr R. Turnbull.

ATTENDING: Mrs J.A. Moore (Secretary), Mrs M.A. Jeffcoat (Treasurer).

F89/1 APOLOGIES

None

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In his welcome to the Committee, Mr Taylor gave a special welcome to Miss Miller, as Vice-Chairman and to Mr Ross who was attending the Committee for the first time.

F89/3 MINUTES

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The Committee agreed there was a need for a full time Assistant Secretary at Headquarters and that the position should be advertised as soon as possible. The interviewing Committee would consist of the Convener of the Finance Committee, the Chairman and Vice-Chairman of the Society and the Secretary.

F89/8 OFFICE MACHINERY

The Chairman said he felt the time had come to consider the installation of a computer system at Headquarters. The Committee agreed that Mr A. Gray should draw up an Operational Requirement for the office identifying the tasks that can be supported by a computer system. This Operational Requirement would then be put out to a number of companies asking them to tender against it for presentation to the next meeting.



F89/9

ANY OTHER BUSINESS

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- (f) The Committee gave approval to the installation of a new rental telephone system at Headquarters.
- (g) The Committee granted £200 towards the purchase of a Microwave for the use of Headquarters staff.
- (h) The Committee agreed that for this year ONLY, the Jean Milligan Memorial Fund would provide for afternoon tea on the first Monday of each Course and for a reception each Monday night of Summer School at which Bobby Crowe and a three-piece band would be playing for the dancing.
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- (j) Summer School Bus Trips: Secretary to contact Mrs Gaul regarding the extent of the insurance cover of the Bus Company.
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- (l) Secretary to look at the question of lighting in the Committee Room.
- (m) The Chairman, reporting on the mailing problems of packages overseas, informed the Committee that the Royal Mail had been requested to come in and give advice.
- (n) It was agreed that two smoke detectors should be purchased. To be installed at the top of internal stair.
- (o) Insurance: Secretary to contact the Society insurers concerning the drawing up of a suitable No Liability for injury or loss notice for display in halls hired by Branches.
- (p) Arising from correspondence with Adelaide Branch it was confirmed that Headquarters pays for all internal travel for visiting examiners, for resident examiners and for visiting teachers.

F89/10

NEXT MEETING

15th April 1989

The meeting closed at 5.10 p.m.



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE  
FINANCE COMMITTEE HELD AT 12 COATES  
CRESCENT, EDINBURGH, ON 15TH APRIL 1989  
AT 2 PM.

PRESENT: Mr J Taylor (in the chair), Mr A S Aitkenhead, Miss A W Miller,  
Dr A MacFadyen, Mr J C Douglas, Miss A M Duffield, Mr G Lawson,  
Mr D A Ross, Mr R Turnbull.

ATTENDING: Mrs J A Moore (Secretary), Miss D Walker (Assistant Secretary),  
Mrs M A Jeffcoat (Treasurer).

The Convener introduced Miss Walker, the new Assistant  
Secretary, to the Committee.

F89/2 APOLOGIES

Miss M M Ross.

F89/12 MINUTES

The Minutes of the Meeting on 14 January 1989 were approved.

F89/13 BUSINESS ARISING

- a) F89/4(b). It was agreed that reminders should be sent to those Branches whose accounts were still outstanding.
- b) F89/4(c) - Reel Aid. Mr Aitkenhead reported that, as presently reported, there would be 5,500 dancers in 13 countries taking part in the event. The BBC will have an outside recording unit at St Andrews on 26 July to pre-record the programme for broadcasting on 5 August 1989. The tape music to accompany the programme was now available at the cost of £3.
- c) F89/4(d). The Secretary said that a letter had been received from Lochaber Branch thanking the Committee for the offer of financial support for their Course for Prospective Teachers. This would not now be required because their applications for financial assistance from other sources had been successful.
- d) F89/4(e). VAT - Edinburgh Branch. It was reported that The Edinburgh Fancy Group was now established and that the Weekend School Group would soon be off the ground.

Mrs Jeffcoat, Treasurer, informed the Committee about the first routine visit paid to the Society the previous day from the VAT office. Receipts dating back to 1980 were reviewed. The only problem arising came from Strathspey Sales Receipts which included a Sales Management /



Management charge which is liable to VAT. The Treasurer is to look into the implications of this for the next meeting. Arising from the discussion it was agreed that a further notice would go out to Branches to explain that VAT was related to a Branch's complete turnover.

- e) F89/9(a). The Treasurer reported that the apparent discrepancy between memberships and subscriptions received was, in her opinion, VAT related.
- f) F89/9(d). The Convener said he had received a request from Publications who wished to produce a one-hour cassette of Ladies' Step Dances. It was agreed to accept the quotation from Scotscores at a cost of £555 for 250 tapes which would sell at £6 each. The Pianist fee has yet to be established.
- g) F89/9(e). It was agreed to leave the matter of a distributor for RSCDS records for the meantime.

The question was raised of purchasing a radio micro-phone in time for Summer School. It was suggested that it would be useful to arrange for someone to demonstrate and give advice about suitable systems. Meantime the Secretary was asked to enquire from St Andrews University if there was a radio microphone and auxiliary equipment which could be used in the Debating Hall during the term of our Summer School. Failing this she was to enquire from a local St Andrews' firm regarding the hire of this equipment.

The Secretary was asked to request Pinemartin Studios to let us have what they have available of our recordings of Books 11, 12 and 13.

F89/14

#### FINANCIAL STATEMENTS

- a) Statement of Accounts paid since the last meeting up to 31 March 1989: £4,062.15 January; £9,645.42 February; £10,305.85 March, was approved.
- b) The list of investments was accepted as they stand. The Treasurer will review the Jean Milligan investment policy and report at the next meeting.

It was noted that the Treasurer had not invested £10,000 in National Capital Bonds as requested at the last meeting, F89/5(b). Immediate action was called for. The Treasurer to report at the next meeting on the Bank of Scotland Money Market Account.

- c) The Statement of Income and Expenditure for the nine months ended 31 March was noted and attention was drawn to Surplus Loss Brought Down £13,615.

Mr Douglas, who had been invited to examine the price structure of all RSCDS items, reported that the current selling price of records and books seemed reasonable. He was, however, surprised at the quantity of stock held. There /



There is a forty to fifty year supply of some books.  
It was agreed that stocks should be reduced to recommended levels.

The Convener thanked Mr Douglas for his efforts.

F89/15

MEMBERSHIP SUBSCRIPTIONS

The Committee supported the amendment of the last AGM "that with effect from 1 July 1989 new Long Term Memberships no longer be extended to Royal Scottish Country Dance Society Members".

Referring to the Fact Sheet Questionnaire sent out to Branches in February, Mr Taylor reported that more than 85% of Branches had replied. The survey showed that the Annual Membership fell into three age groups: 16-25 years - 3%; 26-60 years - 78%; 61+ years - 19%. To meet estimated expenditure and at the same time help the young student, it was agreed by the Committee that there should be two levels of annual subscription rates; The Annual Member rate of £5 and the Young Member rate for those aged 16-25 years, which would be half the Member rate, split 50/50 between Headquarters and Branches.

Another fact to emerge from the survey was that four UK Branches needed urgent "teacher" help. The Committee supported a proposal by the Convener to offer Scholarships to these four Branches for this year's Summer School.

F89/16

STAFFING

The Convener informed the Committee that Miss McLean had given her notice.

F89/17

INSURANCE

Following discussions with our insurers, reported on by the Convener, Branches will be advised of the latest changes to our public liability insurance, particularly in relation to the hiring of halls. The disclaimer notices which Branches were recently asked to display may now be discarded. The extra cost to the Society, which will include Summer School, is an additional £300 to cover all Branches in the UK and £100 for Summer School. It does not apply to affiliated groups. It will also cover children and children's classes provided the Branches make them Junior Associates.

F89/18

OFFICE MACHINERY

The Convener said that we were waiting for a report from Mr Gray concerning the installation of a computer system at Headquarters. Mr Gray had been asked to draw up an operational requirement for the office.

F89/19

ANY OTHER BUSINESS

a) The Committee agreed that financial support should be given to the following Branches:

- £300 to Doncaster and District towards giving demonstrations in Canada and Hawaii,

- /



- £500 to Inverness and District to take part in Eurofold "Citta Di Erba" Festival,
- £500 to Leicester Branch for a four-day trip involving demonstrations, to Strasbourg.
- b) Having discussed the issue of a Beginners Subscription Copy of 'An Introduction to Scottish Country Dancing', The Committee agreed it would not be feasible for cost reasons.
- c) Master Video for film of Mr Menuhin's Visit to Blair Castle; The Committee felt that this should be referred back to the Publications Committee to check the copyright.
- d) The Committee agreed that £15,000 would be authorised for the production of three records and tapes for next year.
- e) The additional costs of extending the Teaching Tour of New Zealand later this year to include Japan was agreed at an estimated cost of £600 which includes the Chairman's "stop off" on his way to Australia.
- f) Reimbursement of expenditure was authorised to Ms Johnston in connection with recordings at Pinemarten Studios.

F89/21

NEXT MEETING

19 August 1989.

The meeting closed at 5.45 pm.



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

Tel: 031-225-3854

12 Coates Crescent,  
EDINBURGH  
EH3 7AE

To: All Members of the Finance Committee

The next meeting of the Finance Committee will take place on Saturday 15th April 1989 at 2.00 p.m. at 12 Coates Crescent, Edinburgh.

The Minutes of the last meeting are enclosed and the Agenda is appended. It is hoped you will be able to attend.

JOAN A. MOORE  
Secretary

A G E N D A

1. Apologies
2. Chairman's Remarks
3. Minutes of Meeting on 14th January 1989
4. Business Arising (and not included elsewhere in the Agenda)
  - (a) F89/4(b) Outstanding Branch accounts. Secretary to report.
  - (b) F89/4(c) Publicity for Reel-Aid. Chairman to report.
  - (c) F89/4(d) Lochaber Branch response. Secretary to report.
  - (d) F89/4(d) V.A.T.: Edinburgh Branch up date. Mr Ross to report.
  - (e) F89/9(a) Discrepancy between memberships and subscriptions received. Treasurer to report.
  - (d) Cassette for Ladies Step Dances. Convener to report.
  - (e) Distributor for R.S.C.D.S. records and tapes. Convener to report.
  - (f) New Telephone System. Secretary to report.
  - (g) Microwave. Secretary to report.
  - (j) Summer School Bus Trips. Secretary to report.
  - (k) Smoke detectors. Secretary to report.
  - (o) No Liability notices. Secretary to report.
5. Financial Statements
  - (a) Statement of Accounts paid since last meeting.
  - (b) Investments
  - (c) Statement of Income and Expenditure for the period 1st January to 31st March 1989.
  - (d) Balance Sheet as at 31st March 1989.
  - (e) Recommendations on pricing structure of R.S.C.D.S. items. Mr Douglas to report.
6. Membership Subscriptions  
Convener to report.
7. Staffing  
Convener to report.



8. Insurance Matters - Convener to report.
9. Office Machinery - Convener to report.
10. Any Other Business.
11. Next Meeting - 19 August 1989.



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

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FINANCE COMMITTEE HELD AT 12 COATES  
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Mr D A Ross, Mr R Turnbull.

ATTENDING: Mrs J A Moore (Secretary), Miss D Walker (Assistant Secretary),  
Mrs M A Jeffcoat (Treasurer).

The Convener introduced Miss Walker, the new Assistant  
Secretary, to the Committee.

F89/2 APOLOGIES

Miss M M Ross.

F89/12 MINUTES

The Minutes of the Meeting on 14 January 1989 were approved.

F89/13 BUSINESS ARISING

- a) F89/4(b). It was agreed that reminders should be sent to those Branches whose accounts were still outstanding.
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Mrs Jeffcoat, Treasurer, informed the Committee about the first routine visit paid to the Society the previous day from the VAT office. Receipts dating back to 1980 were reviewed. The only problem arising came from Strathspey Sales Receipts which included a Sales Management /



Management charge which is liable to VAT. The Treasurer is to look into the implications of this for the next meeting. Arising from the discussion it was agreed that a further notice would go out to Branches to explain that VAT was related to a Branch's complete turnover.

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Referring to the Fact Sheet Questionnaire sent out to Branches in February, Mr Taylor reported that more than 85% of Branches had replied. The survey showed that the Annual Membership fell into three age groups: 16-25 years - 3%; 26-60 years - 78%; 61+ years - 19%. To meet estimated expenditure and at the same time help the young student, it was agreed by the Committee that there should be two levels of annual subscription rates; The Annual Member rate of £5 and the Young Member rate for those aged 16-25 years, which would be half the Member rate, split 50/50 between Headquarters and Branches.

Another fact to emerge from the survey was that four UK Branches needed urgent "teacher" help. The Committee supported a proposal by the Convener to offer Scholarships to these four Branches for this year's Summer School.

F89/16

#### STAFFING

The Convener informed the Committee that Miss McLean had given her notice.

F89/17

#### INSURANCE

Following discussions with our insurers, reported on by the Convener, Branches will be advised of the latest changes to our public liability insurance, particularly in relation to the hiring of halls. The disclaimer notices which Branches were recently asked to display may now be discarded. The extra cost to the Society, which will include Summer School, is an additional £300 to cover all Branches in the UK and £100 for Summer School. It does not apply to affiliated groups. It will also cover children and children's classes provided the Branches make them Junior Associates.

F89/18

#### OFFICE MACHINERY

The Convener said that we were waiting for a report from Mr Gray concerning the installation of a computer system at Headquarters. Mr Gray had been asked to draw up an operational requirement for the office.

F89/19

#### ANY OTHER BUSINESS

a) The Committee agreed that financial support should be given to the following Branches:

- £300 to Doncaster and District towards giving demonstrations in Canada and Hawaii,



- £500 to Inverness and District to take part in Eurofold "Citta Di Erba" Festival,
  - £500 to Leicester Branch for a four-day trip involving demonstrations, to Strasbourg.
- b) Having discussed the issue of a Beginners Subscription Copy of 'An Introduction to Scottish Country Dancing', The Committee agreed it would not be feasible for cost reasons.
- c) Master Video for film of Mr Menuhin's Visit to Blair Castle; The Committee felt that this should be referred back to the Publications Committee to check the copyright.
- d) The Committee agreed that £15,000 would be authorised for the production of three records and tapes for next year.
- e) The additional costs of extending the Teaching Tour of New Zealand later this year to include Japan was agreed at an estimated cost of £600 which includes the Chairman's "stop off" on his way to Australia.
- f) Reimbursement of expenditure was authorised to Ms Johnston in connection with recordings at Pinemarten Studios.

F89/21

NEXT MEETING

19 August 1989.

The meeting closed at 5.45 pm.



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE FINANCE  
COMMITTEE HELD AT 12 COATES CRESCENT,  
EDINBURGH, ON SATURDAY 19 AUGUST 1989  
AT 2 O'CLOCK.

PRESENT: Mr J Taylor (in the Chair), Mr A S Aitkenhead, Miss A W Miller,  
Mr J C Douglas, Miss A M Duffield, Mr G Lawson, Mr D A Ross,  
Mr R Turnbull.

ATTENDING: Mrs J A Moore (Secretary), Miss D Walker (Assistant Secretary),  
Mrs M A Jeffcoat (Treasurer).

F89/21 APOLOGIES.

Miss M M Ross.

F89/22 MINUTES

The Minutes had previously been ratified at the Executive  
Council Meeting on 13 May 1989.

F89/23 BUSINESS ARISING

a) F89/9(d) Cassette for Step Dances.

Because no fee had yet been established for the  
pianist for this cassette, the Secretary was asked  
to write to Ms Johnstone concerning her fee and  
also to fix a date for the recording.

b) F89/19(d) Recordings for 1990.

The Secretary reported that the first of the three  
records planned for 1990 would have the remaining  
four dances from Book 13 on side one and four dances  
from Book 14 on side 2. Bobby Crowe and his band  
had been invited to play for this recording. Colin  
Dewar and his band had been invited to record six  
of the remaining eight dances from Book 14 on the  
second record. The third record would contain the  
eight dances from Volume 1 of "Frae A' the Airs"  
and would be made by Alastair Hunter.

c) F89/9(e) Pinemartin Studios.

The Secretary reported that Pinemartin Studios were  
now known as F.S.D. Studios following the purchase  
of the studios by a Mr Allardyce and it was under-  
stood that he had purchased our Master Tapes from  
the previous owners. The Chairman suggested he would  
contact our Lawyers once more, asking them to write  
to Mr Allardyce about the Master Tapes.

d) F88/51 Publicity Leaflets.

After discussion it was agreed to give Branches any  
quantity of the new leaflets which they requested.  
It was also agreed to look into the possibility of  
having an application form which could accompany  
the new three-fold leaflet.

e) F89/18 Office Machinery.

This item was deferred until after the Financial  
Statements (Item 5 on the Agenda).

f) /



- f) F89/17 Insurance - Branch/Members' Cover.  
The Secretary confirmed that all Branches in the United Kingdom had received a photocopy of a Summary of the Society's Public Liability Insurance for the central information of Branches. It was emphasised again that affiliated groups are not covered by this policy. HQ Members and RSCDS Members in affiliated groups are only covered in events arranged either by the Society or Branches.
- g) F89/17 Insurance - Edinburgh Fancy.  
Because the insurance cover for the Edinburgh Fancy is included in the Society's Public Liability Insurance Cover, it was agreed that Headquarters should send an annual reminder to the Treasurer of the Fancy to recover the £50 paid by the Society to the Norwich Union on their behalf.
- h) F89/15 Summer School - Branch Scholarships.  
Of the four special Branch Scholarships awarded for this year, only Lockerbie Branch and Peterhead Branch were able to accept the award and each sent a candidate to the Preliminary Certificate Test class.
- i) It was noted that Mr Aitkenhead had asked the Committee to look again at the purchase of a radio microphone.
- j) F89/4(e) It was agreed that another note concerning the liability of paying VAT should be sent to Branches at the next mailing. The Treasurer said she would try to note any Branches approaching this level from the Branch Balance Sheets and make contact.

F89/24

#### FINANCIAL STATEMENTS

- a) Statement of Accounts paid since last meeting up to 30 June 1989: April - £12,420; May - £20,953; June - £13,043.72, was approved. However there was discussion concerning the heavy expenses incurred at the last music course. The Committee agreed that the General Purposes Committee be asked to fund the 1990 Music Course from the Jean Milligan Fund but that the Examinations Committee should be advised that those attending future music courses would have to make a contribution towards the costs.
- b) Investments.  
The Committee authorised the Treasurer to join the Home and Office Banking Service to provide up to the minute information to improve our invested income. The list of investments was accepted.
- c) The Statement of Income and Expenditure for the year ended 30 June 1989 was discussed and accepted with reservations. A serious deficit was reported and ways and means of cutting expenditure both for this year and for future years were raised: also the urgent need to increase our income to support the vital work of the Society. Mr Taylor to report on these at the Annual General Meeting.

d) /



- d) The Balance Sheet as at 30 June 1989 was discussed and accepted.
- e) Jean Milligan Memorial Fund.  
After discussion it was agreed that the Treasurer would investigate the matter of transferring this account to another account which would yield a better rate of interest.
- f) The Estimate of Income and Expenditure for the year ending 30 June 1990 was discussed by the Committee. To meet a projected shortfall there is an urgent need to increase our income and restrict our expenditure.
- g) A new Sales Price List is to be issued with effect from 1 January 1990.
- h) Porter Bequest.  
The funds from the Porter Bequest provided a scholarship place at Summer School this year.

P89/25 STAFFING

The Secretary reported that two new junior members of staff, Miss Hazel Hope and Miss Sarah Cunningham, had taken up their appointments on 3 July 1989.

The question of a professional treasurer versus an in-house treasurer to be discussed at the next meeting.

F89/26 SUMMER SCHOOL 1989

The Secretary reported on the change of practice whereby Headquarters remained open at Coates Crescent during the weeks of Summer School. The new arrangements were successful although a few minor problems had arisen. Referring to the sales at the Summer School Shop, the Secretary said these had been down on 1988 but this was not a valid comparison because this year Branch sales were also being handled from Headquarters, while in 1988 the Summer School Shop also dealt with a backlog of Branch orders brought from Headquarters.

F89/27 TEACHERS' ASSOCIATION - ANNUAL SUBSCRIPTION

After discussion it was agreed that this subscription should remain at £25.

F89/28 AFFILIATED GROUPS - ANNUAL SUBSCRIPTION

After discussion it was agreed that the affiliation subscription should be raised to £10 to take effect from 18 November 1989, if ratified by the Executive Council.

F89/29 DIGITAL MASTERS

It was agreed that for a figure of £500 a digital master of all RSCDS recordings should be made and retained At Headquarters.

F89/30 /



F89/30 OFFICE MACHINERY

After discussion it was agreed that the maximum outlay in capital on a computer, printer and programme for the office would be £1,500 and that consideration would be given to the compatibility of the existing equipment within the office.

F89/31 ANY OTHER BUSINESS

- a) Permission was given to the Convener to put the Listening Tape into the hands of a worldwide distributor.
- b) It was agreed that the Secretary should ask for estimates from Britannia Security Systems to update the office alarm system.
- c) The Secretary was asked to arrange with the electrician for the repair of the light on the stairs which was reported to be in a dangerous condition.

F89/32 NEXT MEETING

14 October 1989.



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE FINANCE  
COMMITTEE HELD AT 12 COATES CRESCENT,  
EDINBURGH, ON SATURDAY 14 OCTOBER 1989  
AT 2 P.M.

PRESENT: Mr J Taylor (in the Chair), Mr A S Aitkenhead, Miss A W Miller,  
Mr J C Douglas, Miss A M Duffield, Mr D A Ross, Miss M M Ross,  
Mr R Turnbull.

ATTENDING: Mrs J A Moore (Secretary), Miss D Walker (Assistant Secretary),  
Mrs M A Jeffcoat (Treasurer).

F89/32 APOLOGIES

Mr G Lawson.

F89/33 MINUTES

The Minutes of the Meeting on 19 August 1989 were proposed  
and seconded as a correct record of the proceedings.

F89/34 BUSINESS ARISING

a) F89/23(a) Cassette for Step Dances.

The Secretary reported that the recording and artwork for  
the cassette were progressing and that it was hoped the  
cassette would be ready in time for the Annual General  
Meeting. The Society had received Ms Johnstone's  
quotation for her fee. This was discussed and approved  
at £200 and the selling price of the cassette was  
set at £6.

b) F89/23(c) Pinemarten Studios.

Mr Taylor reported that he had visited Mr Allardyce of the  
now FSD Studios in Perth. Mr Allardyce had been made  
aware that the master tapes which he had purchased from  
Pinemarten were RSCDS copyright and he had then handed  
over all tapes to Mr Taylor at no cost to the Society.  
These tapes will now be put on a digital master.

c) F89/31(b) Office Alarm System.

The report from the engineer on the alarm system had been  
issued in error and therefore the system was not in need  
of repair.

d) F89/31(c) Stairway Lighting.

A new, safer light had been installed.

e) F89/24(c) Income and Expenditure.

Mr Taylor had prepared a paper which he would comment on  
further in his report at the Annual General Meeting.

Publications Committee should be asked to consider  
putting one of the three recordings to be produced for  
1990 in cold storage and to discuss which two they would  
wish to produce for sale.

One /



One suggestion made was in regard to "Frae A' the Airts" book. In the Committee's opinion there should be one year between producing Volume 1 and Volume 2 and in the intervening year there could be a free subscription copy, considerably reducing our stock of books and reducing our outlay. The Publications Committee should also be asked whether it would be best to publish a book with music and description and/or a book with a description of the dances only. The printer will be asked to prepare a quotation for both versions. This matter was referred back to the next meeting of the Finance Committee.

- f) F89/24(e) Jean Milligan Memorial Fund.  
The Treasurer will report at the next meeting on transferring this account to one yielding a higher rate of interest, after discussing the matter with her stock-broker.
- g) F89/24(g) Sales Price List.  
Mr Douglas had completed his work regarding a new revised price list for Strathspey Sales but before undertaking changes to the RSCDS price list he asked to be furnished with cost prices of all items. Mr Taylor agreed to provide these figures for records and to participate in the revised costings. The estimated costing of future Subscription copies was referred back to the Publications Committee.
- h) F89/17 Insurance.  
It was again confirmed that if an Affiliated Group organised an event on behalf of a Branch they were covered by the Society's insurance.
- i) F89/23(i) Radio Microphone.  
At the recent Summer School Committee Meeting the purchase of a radio microphone for use at St Andrews' Summer School had been referred to the Finance Committee with the request to have funds to purchase one. After discussion it was agreed that it would be more cost effective to hire a radio microphone and the hire charge would be borne by the Summer School account.
- j) Summer School Accounts.  
The Treasurer had not yet completed her work on these accounts but it was noted that these had to be approved by the Executive Council in November.

The fees for the 1990 Summer School will be prepared by Mr Taylor and Committee Members to receive the 1989 Balance Sheet before a Finance meeting on 18 November at 11 a.m. to discuss both before they are presented to the Executive Council.

F89/35

AGENDA FOR ANNUAL GENERAL MEETING

Under Item 3 on the Agenda it should be noted that the date of the previous Annual General Meeting should read 5 November 1988.

F89/36

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F89/36

STAFFING

The matter of an in-house treasurer versus a professional treasurer was discussed but it was agreed that it was in the Society's best interests to retain the services of Mrs Jeffcoat. The ex gratia payment to Mrs Jeffcoat was approved, this being for the extra work involved this year with the bookkeeping at Headquarters.

In this connection, the Secretary was asked to provide job descriptions for all Headquarters' staff to enable a review of duties in relation to accounting.

F89/37

CORRESPONDENCE

- a) The request from the Stirlingshire Branch for a grant for their Teachers Class was approved at £100.
- b) The request from Bobby Crowe for additional fees at this year's Summer School, because he supplied a quartet instead of a quoted trio, was turned down.
- c) The request from Mrs Lake of Doncaster Branch for a refund of Summer School fees was also refused.
- d) The Society had been asked by Roy Goldring to include "Dances Old, Dances New" in the price list. The inclusion of this record was approved with the usual Society conditions applying.
- e) Orange County Branch had requested that their new dance book be included in our price list. After discussion it was agreed that the book could be sold at Summer School but not included in the Publications List.

F89/38

ANY OTHER BUSINESS

- a) The Society had received a letter from Mrs Matsunami requesting the use of the RSCDS copyright for their records. This was not approved.
- b) The Secretary had received a letter from New Zealand Branch enquiring if the Society would pay for examiners' travel within New Zealand. This was agreed but will be reviewed by the Committee when costs for the recent examination tour are available. It was further agreed that the cost of examination fees should be reviewed.
- c) Reel Aid

As yet Mr Aitkenhead did not have final accounting for the day of dance but he will report in full at the AGM.

F89/39

NEXT MEETING

18 November 1989 - emergency meeting.  
20 January 1990 - regular meeting.

The meeting closed at 4.15 p.m.



ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE FINANCE  
COMMITTEE HELD AT 12 COATES CRESCENT,  
EDINBURGH, ON SATURDAY 18 NOVEMBER 1989  
AT 11 O'CLOCK.

PRESENT: Mr J Taylor (in the Chair), Mr A S Aitkenhead, Miss A W Miller,  
Mr J C Douglas, Miss M Duffield, Mr D A Ross, Miss M M Ross,  
Mr R Turnbull, Mr G Lawson.

ATTENDING: Mrs J A Moore (Secretary), Mrs M A Jeffcoat (Treasurer).  
Mr W Clement (Convener of the Publications and Research Committee) and  
Mrs A H T Holden (Director of Summer School) had also been invited to  
attend.

F89/40 APOLOGIES

There were no apologies.

F89/41 MINUTES

The Minutes of the Meeting on 14 October 1989 were proposed and seconded  
as a correct record of the proceedings.

F89/42 SUMMER SCHOOL

Fees: Various increases in costs had been notified regarding the Summer  
School in 1990; the largest being that imposed by the University for  
residences and catering. The following charges were fixed for 1990:-

RESIDENT:

|                 |                           |           |
|-----------------|---------------------------|-----------|
| Two Week Course | - Tuition and Maintenance | - £320.00 |
| One Week Course | - Tuition and Maintenance | - £160.00 |

NON RESIDENT:

|                 |           |           |
|-----------------|-----------|-----------|
| Two Week Course | - Tuition | - £ 90.00 |
| One Week Course | - Tuition | - £ 45.00 |

It was further decided that the deposit should be increased to £30 for  
both Resident and Non Resident.

It was also decided that a footnote relating to the fees should be  
appended saying that "fees are subject to any increase in VAT and  
Community Rate Business Charge which may be imposed by the University".

Concerning the weekend coach trips, it was agreed that Mrs Linda Gaul,  
whose offer to organise these trips had previously been accepted, could  
negotiate and sign the necessary Society documentation for the trips  
including the insurance cover on behalf of the Society.

Looking further ahead, Mrs Holden advised the Committee that the Summer  
School Sixtieth Anniversary celebrations in 1991 might need additional  
funding. She also mentioned that the possibility of running a Music  
Course at Summer School would be an agenda item at the next meeting  
of the Summer School Committee. These matters would be referred to the  
Finance Committee for budgetting purposes.

F89/43 /



F89/43

RECORDS FOR 1990

The Convener informed the Committee that with reference to the sale of this year's recordings, we had now reached the 'break even' stage, although the sale of cassettes was slower. However, there is a problem with records 29, 30 and 31 "jumping" and any which are returned to the office should be replaced. The Convener explained that metal plates used for the pressing of the records are faulty, however discussions are taking place at the moment with the company who do the pressings.

The Publications Committee had previously requested finance for three records in 1990 and after some discussion it was decided the necessary funding was there which would allow the three records to be ready in time for Summer School. The first two records would be issued and paid for in May 1990 but, with the agreement of the Recording Studio, the third record would be issued in June and payment made in July which would then bring it into the new financial year, 1990-1991.

Permission was also given for a recording to be made in 1991 at an estimated cost of £4,000.

The Convener then reported to the Committee that he had received a request from Craighall Studios to grant Ross Records permission to issue cassettes and compact discs made from a selection of our existing recordings - these to be agreed with the Publications Committee.

This would be produced under Ross Records sleeve with acknowledgement to the R.S.C.D.S. The R.S.C.D.S. outlay would be £150 plus VAT and in return we would receive royalties of 41p per cassette and 65p per compact disc. Ross Records expected to sell 2,000 cassettes and 1,000 compact discs in 3 years, producing £1,470 in royalties for the Society.

The matter was remitted to the Publications Committee for discussion.

The Committee was informed that there had been a request from Band Leaders to take our records on a sale or return basis. It was agreed we could sell the records at £5 each to the Band Leaders, the limit being a box of 25, the Leader bearing all the expense of collecting and returning. It was also agreed that the Secretary should write to all the Band Leaders who have made recordings for the R.S.C.D.S. advising them of this facility.

Mr Clement, Convener of the Publications Committee, confirmed that the new Subscription Copy for 1990, "Frae A' The Airts" Volume 1, would be ready in time for next year's Summer School.

F89/44

RADIO MICROPHONES

The question of purchasing a radio microphone for the Society was referred to the next meeting of the Finance Committee on 20 January. In the meantime Mr Aitkenhead was to investigate costs and suitability of those on offer and advise the Committee of his findings.

F89/45

STAFF MATTERS

See Paper Apart.

F89/46

NEXT MEETING

20 January 1990.



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE  
MEETING HELD AT 12 COATES CRESCENT, EDINBURGH,  
ON SATURDAY 20 JANUARY 1990 AT 2 P.M.

PRESENT: Mr J Taylor (in the Chair), Mr A S Aitkenhead, Miss A W Miller,  
Mr J C Douglas, Miss M Duffield, Miss M M Ross, Mr K Stacey,  
Mr R J Turnbull.

ATTENDING: Miss D Walker (Assistant Secretary), Mrs M A Jeffcoat, (Treasurer).

Mr Taylor welcomed Mr Stacey to the first Committee Meeting of 1990. Before starting the meeting he stressed to Committee Members the importance of confidentiality on all matters discussed at meetings.

F90/1 APOLOGIES

Mr D A Ross.

F90/2 MINUTES

The Minutes of the Meeting on 14 October 1989 had previously been approved at the Executive Council Meeting in November 1989.

F90/3 BUSINESS ARISING (and not included elsewhere in the Agenda).

a) F89/34(f) Jean Milligan Memorial Fund.

The Treasurer reported that although this account had been transferred to a high yield interest account, she had been advised to take no further action meantime until the finance market was more stable.

b) F89/34(a). Cassette for Step Dances.

The Chairman advised that this cassette was now on sale.

c) F89/34(e). Subscription Copy with and without music.

The cost of this was still being investigated.

d) F89/34(g). Sales Price List.

The new sales price list was now available and would be posted to Branches with the February output.

e) F89/34(e). "Frae A' the Airts"

The record and cassette will be on Sale at Summer School and the selling price would be ascertained in good time for this.

F90/4 MINUTES OF THE MEETING ON 18 NOVEMBER 1989

The Minutes of the Meeting on 18 November were approved and seconded as a correct record of the meeting.



F90/5      MATTERS ARISING (and not included elsewhere in the Agenda).

a) F89/42 Summer School.

The Treasurer advised that the interest on the Summer School Fees will be taken into the Summer School Account.

b) F89/43 Letters to Band Leaders

The Secretary had written to the Band Leaders regarding the possibility of them taking RSCDS records on a sale or return basis. However no replies had yet been received.

There had been a request through Craighall Sound for Ross Records to produce a cassette and compact disc from a selection of our existing recordings. The Publications and Research Committee were delighted with this idea and authority was given for the production at a cost of £150 plus VAT to the Society who will receive a royalty of 8% equivalent to £1,500 over 3 years.

c) F89/44 Radio Microphones

Mr Aitkenhead reported that two members of the Society had offered their radio microphones for trial at Summer School. This would enable us to assess the merits of each type. The Secretary would write to Peter Knight and James Fyfe to get written confirmation that their radio microphones would be available at St Andrews. A quotation for the more expensive microphone should be obtained for the next Finance Committee Meeting.

F90/6      FINANCIAL STATEMENTS

- a) Statement of Accounts paid since last meeting up to 31 December 1989 - £127,434.15 (October), £21,570.00 (November), £19,657.94 (December) was approved.

The cost of the Bulletin was considered to be expensive and a letter to Branches should be sent out with the Gold Form asking them for accurate requirements; this should reduce the surplus copies of the Bulletin.

Mr Aitkenhead put forward the suggestion of replacing the Bulletin with three newsletters per year. This proposal to be researched in detail and reported on for further discussion.

The cost of the window boxes at Headquarters was also questioned at £150. The Chairman will investigate and report.

- b) Statement of Income and Expenditure for the 6 months ended 31 December 1989 was approved.
- c) The Balance Sheet as at 31 December 1989 was approved.
- d) The list of Investments as at 31 December 1989 was accepted.



F90/7 LONG TERM MEMBERSHIP SUBSCRIPTIONS

Mr Taylor had prepared a report showing the financial situation with regard to Long Term membership and it was unanimously agreed that the conditions would have to be reviewed if the loss to the Society was to be stopped. This will be discussed at the next meeting.

F90/8 RECORDINGS OF RSCDS 29, 30 AND 31

The Society was still negotiating on the faulty records with Orlake. A quotation had been received from Bryce Laing for new pressings of these records. However no action will be taken until the negotiations with Orlake are completed. Mr Taylor had prepared a letter to be sent to Branches regarding this.

F90/9 SUBSCRIPTION BOOK FOR BEGINNERS

It was agreed that this would be ready in time for Summer School and that it would be sold at a price of £2 per copy. It was also agreed that 3,000 copies of this book should be ordered.

F90/10 CORRESPONDENCE

- a) A letter from Market Harborough Scottish Country Dance Society was read to the meeting regarding Demonstration Teams and this was referred to the General Purposes Committee.
- b) The St Andrew Society had requested the use of the Committee Room at Headquarters for their council meetings of 12 people. After discussion it was agreed that this should be allowed on the same conditions as for Edinburgh Branch. It was also agreed that it should be stressed in our reply that the room would only be available during the tenure of Miss Gibson's office with the St Andrew Society and that the situation would be reviewed annually.
- c) Leeds Branch had requested a grant for a team going to Orebro in June 1990. However in view of the financial restraints imposed, we regret having to say no, not this year.
- d) Johannesburg Branch had asked to return a stock of Blazer Badges but the Secretary should write and explain that this would not be acceptable.
- e) London Branch had similarly requested returning records and books currently held by them but again this would not be possible.
- f) Mr Angus Henry had written with the suggestion of the RSCDS having the facility whereby payment could be made using credit cards. This was noted by the Committee.



F90/11 ANY OTHER BUSINESS

- 1 The possibility of supplying books to Branches on a sale or return basis was discussed and it was agreed that this would be given a trial from now until the end of the year when the situation would be evaluated. However all books must be returned in excellent condition.
- 2 Mr Taylor advised the meeting on discussions with Balmoral Knitwear. Orders now go direct to Balmoral with the Society receiving £2 for every item ordered. Negotiations were also taking place with Balmoral on their stipulation that 8 items or over must be ordered - Secretary to report.

Mr Taylor has written to the Scottish and Irish Music Store offering them trading terms - so far he has had no reply.

Mr Taylor reported that we were also trying to arrange with Mr Senior in St Andrews on a similar facility with Scottish Country Dance Shoes.

F90/12 DATE OF NEXT MEETING

Saturday 21st April 1990 at 2 p.m.

*James Taylor.*  
*21/4/90.*



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE FINANCE COMMITTEE MEETING  
HELD AT 12 COATES CRESCENT, EDINBURGH,  
ON SATURDAY 21 APRIL 1990 AT 10.30 A.M.

PRESENT: Mr J Taylor (in the Chair), Miss A W Miller,  
Mr J C Douglas, Miss M Duffield, Mr D A Ross,  
Miss M M Ross, Mr R J Turnbull.

ATTENDING: Miss D Walker (Assistant Secretary), Mrs J Dick  
(Assistant Secretary), Mrs M A Jeffcoat (Treasurer).

Mr Taylor introduced Mrs Dick to Committee Members. Mrs Dick takes over as Assistant Secretary when Miss Walker leaves at the end of April 1990.

F90/13 APOLOGIES

Apologies had been received from Mr Aitkenhead and from Mr Stacey.

F90/14 MINUTES OF THE MEETING ON 20 JANUARY 1990

The Minutes of the Meeting on 20 January 1990 were approved.

F90/15 BUSINESS ARISING (and not included elsewhere in the Agenda).

F89/34(e) "Frae A' The Airts"

The selling price of the record and cassette was not yet available. The Secretary should ascertain costings for these in time for an extra Finance Committee Meeting at 11 a.m. on 12 May 1990.

The Committee was advised that we had received a quotation from Buccleuch Printers for the Book "Frae A' The Airts". This was accepted and the book will be sold at £1.25 per copy.

F89/44 Radio Microphones

Mr Knight had submitted a quotation for a radio microphone but the Secretary was asked to contact Mr Fyfe again to ensure that his radio microphone would be available for Summer School for comparison purposes.

F90/7 Long Term Membership

Mr Taylor's report was discussed in detail and it was agreed that with the approval of the Executive Council and the AGM, the cost of a long term membership would be £50 for a 10 year period. Kirkcaldy Branch had indicated that 5 years at £20 might be acceptable and this was noted. Also Mr Stacey's suggestion that the fee be split 75% to Headquarters and 25% to the Branch.

It was also agreed that there would be an item inserted in this year's Bulletin advising all members of the costs to the Society of Long Term Membership.

F90/8 Recordings of RSCDS 29, 30 AND 31

Discussions between Mr Taylor and Orlake were continuing. 300 records only of RSCDS 30 and 31 had been ordered at a price of £828.

F90/11(2) Balmoral Knitwear

The Secretary will report at the next meeting on Balmoral's stipulation on a minimum of 8 items being ordered.



Mr Taylor had been in contact with Mr Senior in St Andrews and had negotiated proposed agency terms whereby orders for shoes will go direct to Seniors with the Society receiving 2.5% of business received in a year. Mr Senior is providing the order form and this order form will be inserted in the Bulletin. The agreement with Mr Senior will be reviewed annually.

With regard to Scottish and Irish Music Stores no reply has been received and Mr Taylor will write again.

F90/16 FINANCIAL STATEMENTS

- a) Statement of Accounts paid since last meeting up to 31 March 1990 - £9,198.51 (January), £28,041.39 (February) and £16,086.04 (March) - was approved.

The amount of the British Telecom account was thought to be excessive and staff at Headquarters were requested to leave calls until after 1 o'clock where possible.

- b) Statement of Income and Expenditure for the 9 months ended 31 March 1990 was approved.
- c) The Balance Sheet as at 31 March 1990 was approved. The Treasurer will verify the amount in the Summer School account.
- d) The List of Investments as at 31 March 1990 was accepted.

F90/17 BRANCH BALANCE SHEET RETURNS

The Treasurer reported that balance sheets had been returned from all but three U.K. Branches. Balance sheets will be requested from these Branches.

F90/18 CHARITY

- a) Payroll Deductions  
It was felt that it would be difficult to implement this type of scheme as very few employers have the facility to process Give-As-You-Earn.
- b) Covenants  
Because of changes in the tax system it was felt that this facility would not be of much help to the Society.
- c) Gift Aid  
Society members would be advised of this Scheme via the Bulletin.

F90/19 HEADQUARTERS' STAFF

- a) Changes  
The Committee had been introduced to Mrs Dick and also noted that Miss Amanda Catto had been working in Headquarters since January.
- b) Training Policy  
The Committee was advised that Mrs Dick and Miss Hope had attended a one-day course on wordprocessing. Arrangements to be made for Mrs Watt and Miss Catto to attend this course. Mrs Moore had undertaken a typing and wordprocessing course.



c) Summer School Personnel  
Arrangements for cover at St Andrews were discussed. It was noted that it would be necessary to have 3 people in the shop to look after accessories, books and records. It will also be essential to have 2 people in the office at all times. Mr Taylor to discuss arrangements with the Secretary.

d) Staff Holidays  
A provisional holiday list had been prepared and it was stressed that holidays must be arranged to allow the Secretary or Assistant Secretary to be available for all meetings.

F90/20 HEADQUARTERS' DECORATION

A quotation had been received from J & T Harvey for the painting of the back office. This quotation was accepted and Messrs Harvey should be asked for a starting and completion date.

F90/21 HEADQUARTERS' OFFICE MACHINERY

A quotation had been received from Portobello Computers for a further Amstrad PC and Printer. After discussion it was agreed that the PC only should be ordered.

F90/22 SALE OF FAULTY RECORDS

Mr Taylor suggested selling these records, perhaps at Summer School in 1991, clearly marked "faulty", at a cost of £1 each without a sleeve. This matter will be discussed further.

F90/23 RECORD FOR 1991

The cost of producing this record for Book 15 was discussed. In view of the cost involved in the production of this record, the matter will be put to the Executive Council in May.

F90/24 BOOK FOR BEGINNERS

It was agreed that the Book for Beginners be sold at £1.25 and also agreed that 500 cassetts be ordered and sold at £5 each.

F90/25 VIDEO - "FRAE A' THE AIRTS"

Three companies had been approached with a view to making this video for the Society. There was agreement to EPM undertaking this production and the McRobert Theatre in Stirling had been booked for 2 June 1990. The Publications and Research "Reserve" Fund would pay for this recording.

F90/26 TO REDUCE STOCK

This matter was discussed but left in abeyance.

F90/27 EXAMINERS' EXPENSES

Birmingham Branch had requested information on grants for Examination Classes. The standard form for use in this connection will be sent to the Branch Secretary.

It was also agreed that in the next Output Branches would be advised that Examiners' Expenses would be paid by the Society but that any overnight accommodation will be the responsibility of the Branch concerned.



F90/28

CORRESPONDENCE

- a) The letter from Pretoria Branch regarding a donation and sponsorship will be replied to by the Treasurer.
- b) The application from Mackay Music to open a Trade Account was approved subject to a satisfactory bank reference.
- c) The Committee noted the letter from Ryden regarding the property at Headquarters. No action will be taken on this.
- d) Mr Taylor had already replied to the letter from Mr Ronald Taylor regarding finance.
- e) The Secretary will reply to St Andrew's Branch on Summer School Non Resident Fee.
- f) The letter from New Zealand Branch thanking the Society for the visit of Dr MacFadyen and Miss Sim and for the expenses of two Examiners, was read to the meeting.
- g) The Publications and Research Committee had requested finance to transfer a film of Yehudi Menuhin's Welcome to Blair Castle to a video. The Secretary will ascertain the position re BBC Copyright. It will be for the use of Branches and the Archives.
- h) The letter from Mr Urquhart regarding donations to charities will be replied to by the Treasurer.

F90/29

DATE OF NEXT MEETING

|                |         |               |
|----------------|---------|---------------|
| 12 May 1990    | 11 a.m. | Extra Meeting |
| 25 August 1990 | 2 p.m.  |               |

The meeting closed at 1.30 p.m.

*James Taylor*  
*12/5/90*



THE ROYAL SCOTTISH COUNTRY DANCE  
SOCIETY

MINUTES OF THE FINANCE  
COMMITTEE MEETING HELD AT  
12 COATES CRESCENT, EDINBURGH  
ON SATURDAY, 12 MAY 1990 AT 11.00AM

PRESENT: Mr J. Taylor (in the chair), Mr A.S. Aitkenhead, Miss W. Miller, Mr J.C. Douglas, Miss M. Duffield, Mr D.A. Ross, Miss M.M. Ross, Mr Stacey.

ATTENDING: Mrs J.A. Moore (Secretary), Mrs M.A. Jeffcoat (Treasurer)

F90/30 APOLOGIES

Mr R.J. Turnbull

F90/31 MINUTES OF THE MEETING ON 21 APRIL 1990

The Minutes of the Meeting on 21st April 1990 were approved.

F90/32 BUSINESS ARISING

F90/15 RECORDINGS

- (a) Having considered the present costs of producing records RSCDS 34,35 and 36 the Committee agreed that the selling price should be £7 each for the records and cassettes.
- (b) Following discussions to promote the sale of older records the Committee agreed that a motion should be put to the Executive Council that afternoon that there should be a sale of selected existing stock at a special price for a limited period. These selected records would be for RSCDS Books 1-6 and Books 27-30 which would be sold at £3 each plus postage and no discounts. - The period would be 1st July-30th November, 1990.

(c) F90/23 RSCDS 38

Recording costs for RSCDS 38 were discussed. These costs were for 1 LP record with a selection of dances from Books 14 and 15 and a double cassette containing all fourteen dances (i.e. the twelve dances from book 15 and the two remaining dances from Book 14). The Committee agreed that a selling price should be set at £7 for the record and for each cassette which should be produced as separate cassettes rather than as a double cassette. This would be further discussed at the Executive Council.

(d) F90/15 RADIO MICROPHONES

It was confirmed that both Mr Knight and Mr Fyfe would make their radio microphones available at Summer School for comparison purpose. The Secretary was asked to make the necessary arrangements with Mr Fyfe.



F90/33

PUBLICATIONS STATEMENT

The Treasurer presented a review of Publications up to March 1990 which indicated that the Society is holding about two<sup>30</sup> years stock valued between £68,000 and £70,000.

F90/34

DATE OF NEXT MEETING

25th August 1990 at 2.00pm.

The meeting closed at 12.15pm.

*James Yarrilov*

*Convent.*



THE ROYAL SCOTTISH COUNTRY DANCE  
SOCIETY

MINUTES OF THE FINANCE  
COMMITTEE MEETING HELD AT 12  
COATES CRESCENT, EDINBURGH ON  
SATURDAY 25 AUGUST 1990 AT 2PM

PRESENT: Mr Taylor (in the chair), Mr A S Aitkenhead, Miss W  
Miller, Mr J C Douglas, Miss M Duffield, Mr D A Ross  
Miss M M Ross, Mr Stacey and Mr R J Turnbull

Miss M M Ross, Mr Stacey and Mr R J Turnbull.

ATTENDING: Mrs J A Moore (Secretary), Mrs M A Jeffcoat (Treasurer),  
Mrs J Dick (Assistant Secretary).

F90/35 APOLOGIES

None

F90/36 MINUTES OF MEETING ON 12 MAY 1990

F90/15 (b) It was noted that discount on selected  
records was not discussed at the meeting on 12 May 1990.  
Therefore "no discount" would be deleted from the minutes  
and Branch discount would continue on present sale items.

The Minute of the Meeting on 12 May 1990 was approved.

F90/37 BUSINESS ARISING AND NOT INCLUDED ELSEWHERE

F90/15 - RADIO MICROPHONES

Mr Knight and Mr Fyfe both supplied radio microphones  
at Summer School this year for comparison. It was  
generally agreed by all parties concerned that the one  
supplied by Mr Knight was the better.

It was agreed that Mr Knight should be asked to supply  
us with prices for a good second hand microphone,  
transmitter and receiver. Also to look at our equipment  
and arrange the sale of it, if necessary

F90/38 FINANCIAL STATEMENTS

- (a) Statement of Accounts paid since last meeting  
up to 30 June 1990. April - £15,418.37, May  
£18,041.52 and June £14,765.59, was approved.
- (b) The programme of Investments was approved.
- (c) Estimate of Income and Expenditure for the year  
ending 30 June 1991 was discussed by the Committee.  
The increase in the cost of postage and telephones  
was noted and the Secretary indicated that the staff  
at Headquarters had been asked to make more use of  
cheaper rate times, when possible.



/possible

- (d) Concerning the high cost of producing the Bulletin it was agreed that a remit should go to the General Purposes Committee to provide proposals on ways of reducing this cost

It was also agreed that a remit should go to General Purposes Committee regarding more use of the Interest on the Jean Milligan Fund.

A remit to the Examinations Committee was recommended regarding over-seas tours, and requesting that they restrict the tours to one each financial year.

- (e) The Balance Sheet as at 30 June 1990 was approved.

F90/39

SUMMER SCHOOL 1990

The Secretary reported that a total of 859 people attended Summer School and the total takings in the shop amounted to £12,538.71 and of that figure Strathspey Sales accounted for £8,181.27.

The Secretary expressed her appreciation for the hard work put in by Headquarters staff during the period of Summer School. She particularly thanked Miss Amanda Catto and Miss Hazel Hope for the excellent work at Headquarters and Mrs Eileen Watt for her successful running of the Summer School Shop. This was endorsed by the Committee.

F90/40

RECORDED MUSIC OF a) Music for Preliminary Test Dances  
b) Music for Teachers Certificate

- (a) Quotations were discussed and the Committee agreed that Scotscore should be asked to requote for the provision of a digital master only of Muriel Johnston playing and enquire what reduction there would be in the price for printed labels rather than inlay cards.
- (b) The Society is to approach Craighall Studios and ask if they would be prepared to produce 100 cassettes with printed labels using the digital master to be provided by the Society.

F90/41

RECORDING OF MUSIC FOR 8 DANCES FROM THIRTY POPULAR SCOTTISH COUNTRY DANCE BOOK

- (a) The Committee agreed that this item should be remitted back to the Publications Committee indicating that the Finance Committee is willing to meet the cost of a three piece band for this recording other than piano only.
- (b) Another quotation is to be requested from Scotscore to include the cost of a three piece band.



/band

F90/42

MUSIC COURSE

The Committee agreed that students attending a Music Course should, in future, be responsible for their own accommodation and meals. The Society will pay for the travel within the United Kingdom and teaching fees.

F90/43

CORRESPONDENCE

- (a) A letter has recently been received from Cornwall Branch detailing their expenses incurred during the formation of the Branch, which amounted to £42.17 and they would appreciate assistance with this. The Committee agreed that the sum of £42 should be forwarded to them.
- (b) A letter received from John Boyes requesting the transfer of his Summer School deposit was refused.
- (c) A letter was received from Gothenburg Branch requesting that the GPO fee of £10 for the delivery of publication material be paid by the Society. This was discussed and refused.

F90/44

ANY OTHER BUSINESS

The Society is to confirm that commission has been paid in connection with the sale of Shoes from James Senior at St Andrews.

F90/45

DATE OF NEXT MEETING 20 OCTOBER 1990

MEETING ENDED 5PM

*James Senior*

*W*

*28/10/90*



ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE FINANCE COMMITTEE  
MEETING HELD AT 12 COATES CRESCENT  
EDINBURGH, ON SATURDAY 20 OCTOBER  
1990 at 2pm

PRESENT: Mr J Taylor (in the chair) Mr A S Aitkenhead, Miss W Miller  
Mr J C Douglas, Miss M M Ross, Mr K Stacey.

ATTENDING: Mrs J A Moore (Secretary)

F90/46 APOLOGIES

Miss M Duffield, Mr D Ross, Mr R Turnbull.

F90/47 MINUTES OF MEETING ON 25th AUGUST 1990

F90/44 It was noted that F90/44 should read: The Society  
is to confirm that commission has to be paid in  
connection with the sale of Shoes from James  
Senior at St Andrews.

The Minute of the Meeting on 25th August was approved.

F90/48 BUSINESS ARISING (and not included elsewhere in the Agenda)

a) F90/37 RADIO MICROPHONES

The Committee authorised the purchase of second hand  
equipment from Audio Ltd., (London).

b) F90/40 RECORDED MUSIC FOR PRELIMINARY TEST AND  
TEACHER'S CERTIFICATE

The Committee accepted that instruction had been issued  
to Scotscore for 250 of each cassette without inlay  
cards

c) F90/41 RECORDING OF MUSIC FOR EIGHT POPULAR DANCES  
FROM THIRTY POPULAR SCOTTISH COUNTRY DANCE  
BOOK

The Committee agreed in principle for the recording  
of the eight dances and up to £500 was authorised  
for the provision of a 3 piece band at the discretion  
of the Publications Committee.

c) F90/44 COMMISSION ON SALE OF SHOES FROM JAMES SENIOR

It was reported that Mr Senior had confirmed that all  
sales during Summer School 1990 would be credited to  
the Society.

F90/49 FINANCIAL STATEMENTS

a) Statement of Accounts paid since 1st July 1990 to 30th  
September 1990: £13,599 (July): £22,105 (August);  
£15,605 (September) was approved.



/approved.

- b) Statement of Income and Expenditure for the 3 months ended 30th September was approved.
- c) Investments: List of investments was approved.

F90/50

#### SUMMER SCHOOL 1991

Fees: Various increases in costs had been notified, the largest being that imposed by the University for residences and catering. This is the only increase applied to the new fees, all others including the costs of special celebration events have been absorbed in the fee. The following charges were fixed for 1991:

#### RESIDENT

|   |         |
|---|---------|
| Two week course - Tuition and Maintenance | £360.00 |
| One week course - Tuition and Maintenance | £180.00 |

#### NON-RESIDENT

|                           |         |
|---------------------------|---------|
| Two Week Course - Tuition | £100.00 |
| One Week Course - Tuition | £ 50.00 |

It was further decided that the deposit should be increased to £35.00 for both Residents and Non Residents.

Concerning the two garden parties to be held as part of the sixtieth Anniversary celebrations at Summer School 1991, it was agreed that these should be the responsibility of the Jean Milligan Memorial Fund.

Mr Aitkenhead then informed the Committee of his idea of having a suitably engraved commemorative bowl in Caithness Glass for the occasion.

F90/51

#### ANNUAL GENERAL MEETING

The Committee considered the items on the Annual General Meeting Agenda which concerned Finance. Mr Taylor would be representing the Executive Council's view in proposing the Motion 10(b) on the Agenda.

F90/52

#### DATES OF MEETING FOR 1991

The following dates for meetings in 1991 were agreed, subject to the approval of the Executive Council.

2nd February 1991  
13th April 1991  
24th August 1991  
5th October 1991



/1991

F90/53

STAFF

- a) The Secretary reported staff changed at Headquarters.

90/54

ANY OTHER BUSINESS

- a) OFFICE EQUIPMENT.

The Committee agreed to the proposed replacement of the photocopier.

- b) The Committee agreed to the proposal from Publication and Research Committee to transfer the BBC film Mr Meruhin at Blair Castle to Video.

- c) The reprinting of the Index of RSCDS Dances was authorised and the new selling price was fixed at 50p.

F90/55

DATE OF NEXT MEETING

2 FEBRUARY 1991

THE MEETING CLOSED AT 4.30PM

*Signes S. Miles  
Vice-Chairman.*

/1991

F90/53

STAFF

- a) The Secretary reported staff changed at Headquarters.

90/54

ANY OTHER BUSINESS

- a) OFFICE EQUIPMENT.

The Committee agreed to the proposed replacement of the photocopier.

- b) The Committee agreed to the proposal from Publication and Research Committee to transfer the BBC film Mr Meruhin at Blair Castle to Video.

- c) The reprinting of the Index of RSCDS Dances was authorised and the new selling price was fixed at 50p.

F90/55

DATE OF NEXT MEETING

2 FEBRUARY 1991

THE MEETING CLOSED AT 4.30PM



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE FINANCE  
COMMITTEE MEETING HELD AT 12  
COATES CRESCENT, EDINBURGH, ON  
SATURDAY 2 FEBRUARY 1991 AT 2PM

PRESENT: Miss A W Miller (in the Chair), Mr A S Aitkenhead, Mr J C Douglas, Miss M Duffield, Mr D Ross, Miss M M Ross, Mr K Stacey, Mr R Turnbull

ATTENDING: Mrs J A Moore (Secretary) Mrs M A Jeffcoat (Treasurer)

F91/1 APOLOGIES

An apology was received from Mr J Taylor

F91/2 CHAIRMAN'S REMARKS

The Chairman welcomed the Committee to its first meeting of the new session and asked the Secretary to write to Mr Taylor with the good wishes of the Committee for his speedy return to good health.

The Chairman, with the permission of the Committee, then handed the meeting over to Miss A W Miller, Vice Chairman.

F91/3 MINUTES OF THE MEETING ON 20 OCTOBER 1990

The Minutes of the Meeting on 20 October 1990 had been approved at the Executive Council Meeting in November 1990.

F91/4 BUSINESS ARISING

a) F90/44 Commission on Sale of Shoes from James Senior

The Secretary reported that £362.35 commission had been received from James Senior.

It was noted that the contract with James Senior has to be reviewed before June 1991 and an increase on the existing commission of 2.5% would be sought.

b) F90/11 Balmoral Knitwear

The Secretary informed the Committee that the Society had received a cheque for £846.40 from Balmoral Knitwear.

c) F90/50 Summer School 1991

It was noted that a brass band would play at each of the Garden Parties.

d) F90/54 a) Photocopier

The Secretary reported that the replacement photocopier had been installed.



/installed

- e) F90/54 b) Mr Menuhin at Blair Castle - Video

It was confirmed that the transfer of the BBC film Mr Menuhin at Blair Castle to video had been completed and that it was a good reproduction.

- f) F90/54 c) Index of RSCDS Dances

The Secretary reported that the new Index of RSCDS Dances was now in stock.

F91/5

#### FINANCIAL STATEMENTS

- a) Statement of Accounts paid since 1st October 1990 to 31st December 1990: £134,321 (October), £40,866 (November), £12,109 (December) was approved. However there was discussion about the increased costs of producing the annual Bulletin.
- b) Statement of Income and Expenditure for the 6 months ended at 31st December 1990 was approved. It was noted that there was a surplus of £3,241 when a surplus of £14,000 had been expected.
- c) The Balance Sheet as at 31st December 1990 was approved.
- c) Investments: List of investments was approved.

F91/6

#### CORRESPONDENCE

- a) Letter remitted from Publications Committee concerning the quality of presentation of the Preliminary Test and Teacher's Certificate tapes was noted.
- b) The St Andrews Society had requested the use of the Committee Room at Headquarters for their Council Meetings in the 1991/1992 session. It was agreed that this should be extended on the same terms as for 1990/1991.
- c) A letter had been received from Sydney Branch concerning payment of its annual subscriptions. The Secretary would reply.

F91/7

#### ANY OTHER BUSINESS

- a) Public Liability Insurance for Affiliated Clubs

The Committee agreed to the scheme proposed by Castle Cairn, Insurance Brokers, whereby the Premium would be remitted through the RSCDS with the Affiliated Club's Annual Membership Fees with an Additional Administration Fee of £5.00 for the Society.

- b) Quotation from Buccleuch Printers accepted for printing Constitution and Rules. The selling price for the new book will be 70p.



- c) New advertising prices for Bulletin were agreed: £40 for one fifth page, £80 for half a page, £150 for full page and £200 for double page.
- d) It was agreed that the record, A Manchester Medley, by David Hall and the Manchester Scottish Dance Band could be included in the RSDCS Price List. The RSDCS will take one third of the total retail price.
- e) Bulletin Sub-Committee: Mr D Ross and Miss M Duffield were appointed to represent the Finance Committee.
- f) The Committee agreed that new Branch Order Forms and a new Price List should be printed.
- g) It was proposed that the Committee should consider a three year budget plan which would help the Committees to know where they stand. The Treasurer agreed to prepare a skeleton three year draft budget for the next meeting. The Treasurer also agreed to circulate the financial statements prior to the Committee meetings thus allowing time for more informed discussion at meetings.
- h) Remit from Examinations Committee.

On the question of overseas tours being reduced to one in each financial year, (F90/38d), the Examinations Committee considered that it was desirable that the present rota of overseas visits be retained and recommended that the whole question of overseas and domestic travel be looked at.

After discussion the Finance Committee agreed that the Society could not afford to alter the recommendations in F90/38d but the matter would be kept under review.

- i) Remit from Examinations Committee: Music Course

Fees for the Music Course to be held in October 1991 will be fixed as follows: Miss M Johnstone, Director £70.00, Mr R Mackay, Piano Tutor, £50.00 Miss Y Stephens, Violin Tutor, £50.00.

- j) The Committee agreed that a notice should be issued with purchase of records and cassettes which said that "Faulty records and cassettes must be returned within 14 days of purchase".

F91/8

DATE OF NEXT MEETING

13 April 1991 at 2pm

*James Johnston.*

*13/4/91.*



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE FINANCE COMMITTEE  
MEETING HELD AT 12 COATES  
CRESCENT, EDINBURGH ON SATURDAY  
13 APRIL 1991 AT 2PM

PRESENT: Mr J Taylor(in the chair), Mr J C Douglas, Mr D Ross, Miss  
M M Ross, Mr K Stacey, Mr R Turnbull.

ATTENDING: Mrs J A Moore(Secretary), Mrs M A Jeffcoat(Treasurer).

F91/9 APOLOGIES

Apologies were received from Mr A S Aitkenhead and Miss M  
Duffield.

F91/10 CHAIRMAN'S REMARKS

The Chairman said he was pleased to be back again after his  
recent illness and expressed his gratitude for all the good  
wishes he had received.

F91/11 MINUTES OF MEETING ON 2 FEBRUARY 1991

The Minutes of the Meeting on 2 February 1991 were approved  
after an amendment to F91/4 a) was agreed: The final sentence  
to read "Concern was expressed about the increased costs of  
producing the annual Bulletin and considerable discussion took  
place".

F91/12 BUSINESS ARISING

- a) 91/4 a) The Committee was informed that the annual  
contract with James Senior would be re-negotiated  
seeking a better immediate and long term benefit  
to the Society.
- b) 91/7 a) Some concern was expressed at the support being  
given to Affiliated Groups.
- c) 91/7 h) On the question of overseas tours, it was noted  
that £8000 per annum was allocated for these tours. How-  
ever in the current financial year there will have been 3  
tours at a total cost of approximately £12,000. Because  
of this, the funding for the forthcoming Teachers/  
Examiners tour to Australia has been allocated from the  
1991/92 budget at a cost of £4,000.

The Committee was informed that questions had been raised  
in Australia over the duplication of Teachers/Examiners to  
both the Australian Winter School and the Examination/  
Teaching tour arranged by the Society. The Committee  
expressed their disquiet and concern about this. During  
the discussions one suggestion made was whether the North  
American tour in future could have its own examiner, as is  
the case in Australia and New Zealand.



/Zealand

The Secretary was asked to write to the Convener of the Examinations Committee advising her of these discussions.

- d) F91/7 e) The Committee was advised that the Bulletin Sub-Committee had had its first meeting. It had agreed that the Bulletin, in reduced size, would continue to be produced annually. The next meeting of the Sub-Committee would take place in September.

F91/13

#### FINANCIAL STATEMENTS

- a) Statement of Accounts paid since 1st January 1991 to 31st March 1991: £24,406 (January), £15,541 (February), £3,347 (March) was approved.
- b) Statement of Income and Expenditure for the 9 months ended 31st March 1991 was approved. The Committee welcomed the new format for this Statement.
- c) Three Year Budget. The plan of a new presentation, the Three Year Budget, was welcomed. The Convener and Treasurer agreed to produce a statement with more considered figures to be discussed by the Committee at the next meeting on 11 May 1991. This would then be referred to all Committee Conveners.
- d) Investments. The Committee agreed that EFM Unit Trust Managers should be sold and the capital re-invested. It was also agreed that Charterhouse Tilney, should be asked to review the whole portfolio of the Society's investments and be asked to advise where EFM capital should be re-invested.

F91/14

#### SUMMER SCHOOL

The Secretary reported that over 1,000 applications for Summer School had been acknowledged with acceptance slips and that to date 18 had withdrawn. Arrangements for a rota of helpers for the Summer School Shop were well in hand. The Committee regretfully agreed that the recent increase in VAT would have to be added to Summer School fees.

F91/15

#### CORRESPONDENCE

- a) Birmingham Branch had written requesting a grant towards the expenses of a group attending an International Folk Dance in Finland. However, in view of the financial restraints imposed, the request was refused.

F91/16

#### ANY OTHER BUSINESS

- a) The Committee agreed to allocate £450 for the production of 300 cassettes of Dr Milligan's talks at Summer School 1955 and 1963 and that the selling price should be £3.



/£3.

- b) The Committee also agreed that funding would be available for the recording and printing of Fae A' The Airts, Volume 2, but before allocating funding for recording book 16 the Committee would wish to know what were the proposals of the Publications and Research Committee regarding this recording.
- c) Following discussion to promote the sale of records the Committee agreed that there should be a sale of records and cassettes at a special price and for a limited period. The records would be for all RSCDS books EXCEPT Books 13 & 14, 34, 35 and 36 and would be sold for £3.50 with a discount of 50p to Branches. The period would be 15th July - 31st December 1991.

F91/17

DATE OF NEXT MEETING

11 May 1991 at 10.30am

*James Ticey W.P.*  
*J.*  
*11th May 91.*



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

Telephone  
031 225 3854

12 Coates Crescent  
Edinburgh EH3 7AF

5 August 1991

To: All Members of the Finance Committee.

The next meeting of the Finance Committee will take place on Saturday 24 August 1991 at 11am at 12 Coates Crescent, Edinburgh.

The Minutes of the last meeting are enclosed and the Agenda is appended. It is hoped you will be able to attend.

JOAN A MOORE  
SECRETARY

AGENDA

1. Apologies
2. Minutes of Meeting on 11 May 1991
3. Business Arising (and not included elsewhere in the Agenda)
  - a) F91/21 Commercial Agreement with James Senior
4. Financial Statements
5. Summer School 1991 - Secretary to Report
6. Correspondence
7. Any Other Business
8. Date of Next Meeting  
5 October 1991 at 2pm



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE FINANCE COMMITTEE  
MEETING HELD AT 12 COATES  
CRESCENT, EDINBURGH ON SATURDAY  
11 MAY 1991 AT 10.30AM

PRESENT: Mr J Taylor (in the Chair), Mr A S Aitkenhead, Miss A W Miller,  
Mr J C Douglas, Mr D Ross, Mr K Stacey, Mr R Turnbull.

ATTENDING: Mrs J A Moore (Secretary), Mrs M A Jeffcoat ( Treasurer)

F91/17 APOLOGIES

An apology was received from Miss M M Ross.

F91/18 MINUTES OF MEETING ON 13 APRIL 1991

After it was noted that Miss A W Miller had been omitted from those present, the Minutes of the Meeting on 13 April were approved.

F91/19 BUSINESS ARISING

P91/14 The Convener informed the Committee that letters had been received querying the addition of the increased VAT to Summer School fees which had already been paid. The Convener said he would explain to the Executive Council later in the day that because the Society would not receive the account for the Summer School from the University until after the School had ended it would include the increase in VAT. He would also draw attention to the statement on the Summer School application form saying that fees stated are subject to any increase in VAT and Community Rate Business Charge which may be imposed by the University.

F91/20 THREE YEAR BUDGET PROPOSALS

The Three Year Budget Proposals presented by the Convener and Treasurer were discussed. The Budget Proposals for the three years 1991/92, 1992/93, 1993/94, showed a widening gap between income and expenditure and a projected deficit of £16,000 by 1993/94 was noted. The Committee agreed that the Convener should put forward a motion at the Executive Council to increase the membership subscriptions.

F91/21 COMMERCIAL AGREEMENT WITH JAMES SENIOR

The Convener reported that discussions with James Senior regarding negotiations concerning an annual commercial agreement were continuing.



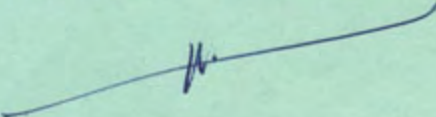
/continuing.

F91/22      CORRESPONDENCE

A letter had been received from D P Bond concerning abbreviated Instruction Cards - 'Cardcribs'. It was agreed that this should be referred to the Publications & Research Committee.

F91/23      DATE OF NEXT MEETING

24 August 1991 at 10.30am.

*James Jaeshoff.*  




d) The Balance Sheet as at 30 June 1991 was accepted.

The Committee accepted that the Three Year Budget Proposals would be presented annually.

F91/28

SUMMER SCHOOL 1991

The Secretary reported that a total of 970 students attended Summer School and 58 staff. The total takings in the shop amounted to £15,050.54 and of that figure Strathspey Sales accounted for £3,645.56.

The Secretary expressed her appreciation for the hard work put in by Headquarters staff during the period of Summer School.

The Committee asked the Secretary to write to Mrs Anna Holden, thanking her and her staff for an excellent Summer School.

F91/29

CORRESPONDENCE

- a) A letter had been received from Wirral Branch concerning the cancellation of a Festival trip to Belgium which had resulted in financial loss to the Branch. The Committee agreed that pending the outcome of further information from the Wirral Branch, the problem could be considered again.
- b) Referring to a letter received from New York Branch requesting a Summer School refund, the Committee agreed that a special case could not be made in this instance.
- c) The Convener reported to the Committee on a letter which he had received from Mr Brown (York & North Humberside Branch) concerning Budget Proposals. It was agreed that the matter would be referred to the General Purposes Committee.
- d) A letter had been received from Atlanta Branch referring to exchange rates and insurance. The Secretary would reply.

F91/30

ANY OTHER BUSINESS

- a) The AGM resolution on the proposed subscription increase was discussed in detail and concern expressed that the Executive Council had not been able to approve the Finance Committee's proposal that the new subscription should be £7.00.
- b) Arising from queries from overseas Branches, the Treasurer was requested to look at VAT on overseas sales and report back to the next meeting.



c) The Committee agreed to investigate the use of payment by credit cards.

F91/31

DATE OF NEXT MEETING

5 October 1991 at 2pm.

*James Yarrish,*

*(Signature)*



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE FINANCE  
COMMITTEE MEETING HELD  
AT 12 COATES CRESCENT,  
EDINBURGH, ON SATURDAY  
5TH OCTOBER 1991 AT 2.00PM

PRESENT: Mr J Taylor (in the Chair), Mr A S Aitkenhead, Miss  
A W Miller, Mr J C Douglas, Miss M Duffield, Mr D Ross,  
Miss M M Ross, Mr K Stacey, Mr R Turnbull.

ATTENDING: Mrs J A Moore (Secretary), Mrs M A Jeffcoat (Treasurer).

F91/32 APOLOGIES

There were no apologies.

F91/33 MINUTES OF THE MEETING ON 24 AUGUST 1991

The Minutes of the Meeting on 24 August 1991 were  
approved.

F91/34 BUSINESS ARISING

a) F91/26a) Card cribs

The Secretary reported that the Publications Committee  
had agreed to accept D P Bonds Crib Cards, and con-  
sequently a letter would be sent to Mr Bond setting  
out details of the agreement.

b) F91/29 Letters regarding the Eurofolk Challenge  
were discussed. Having regard to the very special  
circumstances involved, it was agreed that a contrib-  
ution would be made towards the losses incurred by  
the Wirral Branch.

c) F91/30 b)&c) VAT on Overseas Sales and Payment by  
Credit Cards.

The Treasurer reported to the Committee on both these  
matters, but it was agreed that further information  
should be obtained.

F91/35 FINANCIAL STATEMENTS

The lists of Payments and Bank Receipts for July and  
August 1991 were discussed. It was noted that the  
volume of sales had increased but that profit had  
decreased. Total payments for the two months amounted  
to £29188-74 and Bank Receipts amounted to £33011.24.  
The Treasurer agreed to have the computer "print out"  
of statements ready before the next meeting of the  
Committee.



F91/36

ANNUAL GENERAL MEETING 1991

The Society's Chairman outlined the procedure for the AGM 1991 and indicated that, in the absence of the President, he would take the Chair for the Meeting in its entirety.

F91/37

STAFF MATTERS

See paper apart.

F91/38

CORRESPONDENCE

The Secretary informed the Committee about a letter from the Hardie Press concerning distribution proposals for R.S.C.D.S.Books, L.P.s and Cassettes and said that this letter had already been discussed by the Publications and Research Committee who supported its consideration by the Finance Committee.

It was agreed that a meeting should be arranged with Mr Hardie and that Miss Miller, Mr Clements and the Secretary would attend.

F91/39

ANY OTHER BUSINESS

- a) The Secretary informed the Committee about correspondence between the Society's lawyer and Phonographic Performance Limited concerning the payment of licence fees to PPL by Branches, and that a meeting had been arranged with PPL representatives at Coates Crescent to discuss the matter. It was agreed that the Chairman, Vice-Chairman, Treasurer, Convener of the Publications Committee and Secretary should attend the Meeting.
- b) Mr Taylor thanked the Committee for their support over the 18 years of his Convenership. In turn, members thanked Mr Taylor for his capable convenership during these years. Miss Ross, whose last meeting this was as a Committee member was also thanked for her contribution to the Committee over many years.

F91/39

DATES OF NEXT MEETINGS

16 November 1991 - emergency meeting

1 February 1992

11 April 1992

22 August 1992

24 August 1992

(All 1992 meetings subject to approval by the Executive Council).



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

THE MINUTES OF THE FINANCE  
COMMITTEE MEETING HELD AT  
12 COATES CRESCENT,  
EDINBURGH, ON SATURDAY 16  
NOVEMBER 1991 AT 11.00AM.

- PRESENT Miss A W Miller (in the chair), Mr J C Douglas, Miss M Duffield, Mr G Lawson, Mr D Ross, Miss M M Ross, Mr K Stacey, Mr R Turnbull.
- ATTENDING Mrs J A Moore (Secretary), Mrs M A Jeffcoat(Treasurer).
- F91/40 APOLOGIES  
Apologies were received from Mr J Taylor and Mr A Aitkenhead
- F91/41 MINUTES OF THE MEETING ON 5 OCTOBER 1991  
The Minutes of the Meeting on 5 October 1991 were approved.
- F91/42 BUSINESS ARISING
- a) F91/39 It was agreed that the meeting scheduled for 22 August 1992 should be changed to 29 August 1992.
- b) F91/34a) CARD CRIBS A letter from D P Bond concerning terms of an agreement for the sale of Card Cribs was discussed but it was agreed to refer the matter to the next meeting. Meantime Mr Stacey would arrange a meeting with Mr Bond.
- c) F91/34c) The Treasurer reported to the Committee that VAT was not payable on records sent abroad. It was suggested that for overseas Branches the cost of records as listed in the price list should be an all inclusive price, however before this could be introduced, cost implications would have to be taken into account. This matter would be referred to the next meeting, meantime enquiries would be made about the posting procedures.
- d) F91/38 Meeting with Hardie Press to be referred to next meeting.
- e) F91/39 Meeting with PPL to be referred to next meeting.
- F91/43 SUMMER SCHOOL 1992  
Various increases in costs had been notified regarding the 1992 Summer School, the largest being an increase of 12.5% imposed by the University. The Committee agreed that some of the University increases could be absorbed and the following charges were fixed for 1992:-



|               |   |      |
|---------------|---|------|
| Resident:     | Two Week Course - Tuition & Maintenance | £400 |
|               | One Week Course - Tuition & Maintenance | £200 |
| Non Resident: | Two Week Course - Tuition               | £110 |
|               | One Week Course - Tuition               | £ 55 |

It was further decided that the deposit should be increased to £40.

F91/44

ANY OTHER BUSINESS

a) The Committee agreed to a request from the Publications & Research Committee that a payment should be made to John Drewry in recognition of all the work he had done for the Society publications over the years.

b) The Committee agreed in principle that finance would be available for recording Book 16 on tape only, but that the Publications and Research Committee should advise the Finance Committee at its next meeting of the costs.

c) The Treasurer requested that the question of payments from the Japanese for recordings should be discussed at the next meeting.

Miss Miller thanked Mr Turnbull for stepping in at the last moment at the AGM in place of Mr Taylor.

F91/45

DATE OF NEXT MEETING

1 February 1992

*R. J. Turnbull*



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE FINANCE  
COMMITTEE MEETING HELD  
AT 12 COATES CRESCENT,  
EDINBURGH, ON SATURDAY  
1 FEBRUARY, 1992 AT 2.00PM

PRESENT: Mr R Turnbull (in the Chair), Miss A W Miller, Mr G Lawson  
Mr A Aitkenhead, Miss M Duffield, Mr D Ross, Mr J Douglas,  
Mr K Stacey.

ATTENDING: Mrs J A Moore (Secretary), Mrs M A Jeffcoat (Treasurer)

F92/1 APOLOGIES

Apologies were received from Mr B Frazer and Mrs J Harper.

F92/2 CHAIRMAN'S REMARKS

The Convener, welcoming the Committee to the first meeting of 1992, expressed his thanks to the members for their support at the Executive Council meeting in November 1991.

F92/3 MINUTES OF MEETING ON 16 NOVEMBER 1991

The Minutes of the Meeting on 16 November 1991 were approved.

F92/4 BUSINESS ARISING

a) F91/42 (b) CARD CRIBS. The Committee agreed to accept D P Bond's conditions of sale giving the Society a reduction of 25% on each set of cards sold and to stock the Card Cribs when the wording was approved by the Publications Committee. It was also agreed that the Card Cribs should be sold through Strathspey Sales.

b) F91/42 (c) VAT ON OVERSEAS SALES. The Committee agreed that from 1 February 1992 VAT would not be charged on records sent abroad. However it was noted that VAT must be paid on purchases made at Headquarters under the value of 50.

c) F91/34 (c) PAYMENT BY CREDIT CARD. The Committee recommended that a Credit Card facility should be introduced for a trial period before any final decision was made.

d) F91/42 (e) MEETING WITH PPL The Treasurer reported to the Committee on a meeting held between the RSCDS and representatives from Phonographic Performance Limited. She said that a licence to cover the Society had been agreed and that it had been necessary for Headquarters to apply for membership of Phonographic Performance Limited to enable the Society to recover the royalties due to it. This would be achieved by sample polls from Branches of the music used by them.



c) F91/44 (c) JAPANESE PAYMENTS FOR RECORDINGS. The Treasurer informed the Committee that a Japanese Folk group/society wished to use RSCDS music on their own recordings and had offered to pay the Society for this provided the Society would officially agree to this use of RSCDS music. After considerable discussion the Committee felt there was a matter of principle at stake which it was not the Finance Committee's place to determine but agreed that if the Publications and Research Committee gave its approval then £80/£90 per recorded track would be charged at current prices but subject to review. This represented the cost to the Society.

The above was based on the understanding that our recordings would be in a mixed record of folk music from various countries, not on a record of Scottish Country Dance music only. It was also felt that if comment was not given a ban would be very difficult to enforce under Japanese copyright laws.

f) F91/44 (b) RECORDING OF BOOK 16 It was reported that costs for this recording were not yet available.

F/92/5 FINANCIAL STATEMENTS The financial statements presented by the Treasurer were approved after considerable discussion particularly regarding stocks on hand.

F/92/6 STRATHSPEY SALES Concerning the appointment of new Directors. The Convener referred to the Articles of Association of Strathspey Sales Limited where it is stated that such appointments should be made by the Executive Council. However following the discussion at the meeting of the Executive Council in November 1991 the new appointments were delegated to the next meeting of the Finance Committee.

Arising from the resignations of Mr James Taylor and Mr Alastair Aitkenhead, Mr Richard Turnbull (Convener of the Finance Committee) and Mr David Ross (Finance Committee) were appointed Directors.

Resulting from discussions concerning the Strathspey Sales Limited Balance Sheet and Profit and Loss Account, the Committee approved the rent charge of £2,000 per annum to Strathspey Sales Limited for the use of the room at 12 Coates Crescent.

F/92/7 Having reviewed a summary of the Accounts for the year ended 30 June 1991 the Committee considered ways of making Strathspey Sales more profitable. It was agreed that there should be a review of what was being sold and attempts made to reduce stock on hand.

Discussing the practice of providing items for special events to Branches on a Sale or Return basis the Committee agreed that this service should continue to be available but under the following conditions:



- i) Branches will receive an invoice for the full amount for the items received;
- ii) A Credit Note will be issued on the return of items in perfect condition; the Credit Note only to be issued when the unsold items are returned within one month.

F92/7

OFFICE MATTERS.

a) The Convener raised the question of greater mechanisation/computerisation within Headquarters. It was agreed that the Chairman, Treasurer, Secretary and Convener of Finance Committee should look into the running of Headquarters with a view to implementing a gradual move to computerisation.

Meantime the committee agreed that £700 should be made available for funding a new printer compatible with the existing office computer and also current models. It was agreed that a fax machine with a separate telephone line be installed.

b) Staffing matters: see paper apart.

F92/8

BANK SIGNATORIES It was decided that from 1st February 1992, Mr Richard Turnbull would replace Mr James Taylor as a signatory for all RSCDS and Strathspey Sales Accounts held by the Bank of Scotland in Edinburgh and in St Andrews.

F92/9

CORRESPONDENCE

(a) A further letter from New York Branch (F91/29b) requesting a Summer School refund was discussed. The committee agreed it could not rescind its original decision on this matter.

(b) A letter from Dundee Branch relating to AGM expenses was discussed. The Secretary would reply.

(c) With reference to a letter from Mr J G Lloyd, Oxfordshire Branch, the Committee agreed it was not in favour of composite membership. The Secretary would reply.

(d) The Treasurer reported to the Committee on a letter from Exeter Branch concerning the covenanting of subscriptions. The Secretary was asked to reply informing the Branch law does not permit subscriptions to be paid in this way.

(e) A letter from Doncaster and District Branch concerning a complaint regarding the value of two items bought from Strathspey Sales was noted. A reply would be sent.



F92/10

ANY OTHER COMPETENT BUSINESS

(a) There was discussion concerning the recording of Summer School Shop sales. Members of the Committee were asked to bring their suggestions to the next meeting.

(b) It was agreed that Affiliated Groups should be an item on the next Agenda.

(c) Discussing the remit from General Purposes Committee for funding for a second Chain of Office the Finance Committee agreed that this should be referred back to General Purposes for clarification of what is required.

(d) Funding for a future Music Course was approved in principle

F92/11

DATE OF NEXT MEETING

11 April 1992 at 10.30 AM

On behalf of the Committee, the Convener expressed good wishes of everyone to Miss Marjorie Duffield on the occasion of her forthcoming marriage.



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE FINANCE  
COMMITTEE MEETING HELD  
AT 12 COATES CRESCENT,  
EDINBURGH, ON SATURDAY  
11 APRIL 1991 AT 10.30AM

PRESENT: Mr R Turnbull (in the Chair), Mrs M  
Jeffcoat (Treasurer), Mr G Lawson, Mr  
D Ross, Mr B Frazer, Mrs M MacRae, Mrs J  
Harper, Mr J Douglas.

ATTENDING: Mrs J Dick (Assistant Secretary)

Mr Turnbull welcomed Mrs Harper and Mr  
Fraser to their first meeting of the  
Finance Committee. He also congratulated  
Mrs MacRae on her recent marriage.

F92/12 APOLOGIES

Apologies were received from Miss A W  
Miller, Mr A Aitkenhead and Mr K Stacey.

F92/13 MINUTES OF MEETING ON 1 FEBRUARY 1992

F92/4 (e) The word "comment" in the  
second paragraph should be amended to  
read "consent".

The Committee then approved the Minutes  
of the Meeting on 1 February 1992.

F92/14 BUSINESS ARISING

a) F92/4 a) Card Cribs. It was  
confirmed that Card Cribs are now on sale  
at Headquarters at £5 per set.

b) F92/4 b) Vat on Overseas Sales. The  
Assistant Secretary reported that VAT had  
been removed from the sale of records  
sent abroad as from 1st February 1992.  
VAT continues to apply for purchases  
of under the value of £50 made at  
Headquarters.

c) F92/4 c) Payment by Credit Card.  
This was discussed by the Committee and it  
was agreed that notification of this  
facility should be sent out with the next  
mailing from Headquarters.



d) F92/7 Printer for Office Computer. The Treasurer reported that because the new printer was incompatible with the software at Headquarters, new software had been purchased. The Assistant Secretary confirmed that it had now been installed and the printer was now fully operational.

e) F92/10 Recording Sales at Summer School. The Committee discussed this at length and agreed on a suggestion by Mrs J Harper that we hire a till for use in the shop at Summer School.

It was agreed by the Committee that goods for sale outwith the auspices of the RSCDS will be put to Strathspey Sales.

f) F92/9 Dundee AGM. The letter and balance sheet from Dundee Branch were discussed by the Committee.

It was agreed that the Society will forward a cheque for the requested amount of £694.16 but this should not be considered as a precedent for future requests for payments by Headquarters. The Branch should also be reminded that the deficit arose mainly because the catering brief had been exceeded. It was agreed that there should be light refreshments only at dances at the AGM weekend.

The Treasurer was asked to remind Aberdeen Branch of the criteria for hosting an AGM.

g) F92/7 Fax Machine. The Committee discussed this and agreed that a fax line should be installed immediately in order that the number can be included in the next mailing from Headquarters.

The leaflets on fax machines were discussed but it was agreed by the Committee that the purchase price should be in the region of £400 - £600.

F92/15

#### FINANCIAL STATEMENTS

The Financial Statements were presented by the Treasurer and after discussion these were approved.



a) Concern was expressed about postage and the Assistant Secretary was asked to let the Treasurer know the amount used for sending out the Bulletin from Headquarters at the end of last year.

b) It was agreed that receipts will not be issued for payments received by cheque unless specifically requested, with the exception of Summer School payments. This information will go out with the next mailing from Headquarters.

c) Investments. These were reviewed.

d) Mr Ross enquired about the interest from the Jean Milligan Fund and it was confirmed that Scholarships were now funded from this account.

F92/16

#### AFFILIATED GROUPS

Discussion on Affiliated Groups was deferred meantime.

F92/17

#### TRAVELLING EXPENSES - CLAIMS

The Committee discussed the question of air fares but because of the complexity of these it was agreed that the expense form be left as it is and that members should use their discretion in respect of expenses.

F92/18

#### a) RSCDS/STRATHSPEY SALES

It was agreed by the Committee that any item in Headquarters stock which was slow in moving should be placed on the sale list for Summer School.

b) A new item introduced to Strathspey sales by Mr D Ross was umbrellas. These were discussed and it was agreed that the Society would order 50 Ladies with sling and 50 Gents both to be sold at £13.

c) The Brochure from Ettrick Valley was presented to the Committee but it was felt that stocks were sufficient at this time.



F92/19

CORRESPONDENCE

It was agreed that Miss Gibson continue to be allowed to use the Committee room at Headquarters for St Andrews Society Council Meetings for the session 1992/93.

F92/20

ANY OTHER BUSINESS

a) The Committee discussed the quotation received from Dobbies Landscape Ltd regarding the window boxes at Headquarters. It was agreed that quotations should be sought from other Gardeners with a view to replenishing the window boxes throughout the year.

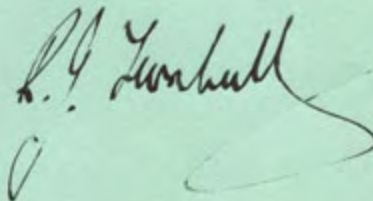
b) A quotation was received from Angus Mitchell regarding the lead piping and lead tank at Headquarters.

It was decided by the Committee that further quotations should be obtained to include all necessary work, plumbing, plastering etc. This is to be discussed further at the next meeting.

F92/21

Date of Next Meeting

29 August 1992 at 11am.





THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE FINANCE COMMITTEE  
MEETING HELD AT 12 COATES  
CRESCENT, EDINBURGH ON SATURDAY  
29 AUGUST 1992 AT 10.30AM.

PRESENT: Mr R Turnbull (in the Chair), Mrs M A Jeffcoat,  
(Treasurer), Miss A W Miller, Mr G Lawson, Mr J  
Douglas, Mr B Frazer, Mrs J Harper, Mrs M MacRae, Mr  
K Stacey.

ATTENDING: Mrs J A Moore (Secretary), Mrs J Dick (Assistant  
Secretary)

F92/23 APOLOGIES

An apology was received from Mr A Aitkenhead.

F92/24 MINUTES OF MEETING ON 11 APRIL 1992

The Minutes of the Meeting on 11 April 1992 had  
previously been approved at the Executive Council  
Meeting on 16 May.

F92/25 BUSINESS ARISING

- a) F92/14 c Payment By Credit Card  
The Secretary reported that members were  
gradually making use of the facility. However,  
at the Summer School shop it had proved a popular  
method for payment.
- b) F92/14 g Fax Machine  
The Secretary said that during the four months  
since its installation the Fax machine had been  
well used and was proving a useful means of  
communication.
- c) F92/14 e Cash Register  
The Committee was informed that the cash Register  
had not been successful. Its facilities were  
inadequate.
- d) 92/16 Affiliated Groups  
The position of Affiliated groups within the wider  
context of the RSCDS was discussed. It was  
agreed to refer this matter to General Purposes  
Committee for discussion and also to raise it  
again at the next Finance Committee meeting.



F92/26

#### FINANCIAL STATEMENTS

Mrs M Jeffcoat (Treasurer) presented these to the Committee for discussion.

- a) It was agreed by the Committee that RSCDS will charge a rental fee of £250 per month to Strathspey Sales for the use of space at 12 Coates Crescent to be backdated to 1st July 1992. This is to be reviewed annually.
- b) Exam Fees shown in the Accounts will in future be shown as 'Net Exam Fees'.

The Statements of Accounts were then approved by the Committee.

F92/27

#### SUMMER SCHOOL 1992

The Secretary said that a total of 844 students attended Summer School and of these, 215 were attending for the first time. There were 61 members of staff.

With reference to the Summer School shop, Mrs Moore said she was pleased to report that the takings in the shop were the most successful to date. The total takings in the shop amounted to £15,158.36 (compared with a total in 1991 of £15,050.54 when 970 students attended) and of the total figure, Strathspey Sales accounted for £4,536.16.

The Secretary expressed her appreciation for the hard work put in by Mrs Watt and her helpers to make the shop so successful. She also expressed her appreciation to the staff at Headquarters for their support during the period of Summer School.

F92/28

#### OFFICE MATTERS

- a) Maintenance  
Mr A Lothian, T.D., M.B.I.A.T., A&S. Inst., presented a preliminary report on required maintenance work at 12 Coates Crescent together with plans of the building. He then suggested a tour of the building in order that the Committee would have a better idea of the maintenance involved.

Mr Turnbull (Convener) thanked Mr Lothian for his report and for all the time and effort that had gone into it.



This was then discussed briefly by the Committee but it was decided to defer the matter to another meeting on 26 September at 2pm providing Mr Lothian is able to let us have preliminary costings for the plumbing work.

- b) Equipment  
The Secretary advised the Committee that the meter of the Franking Machine had been causing problems and might have to be replaced in the near future.

F92/29

AGM 1992

All matters relating to the 1992 AGM were deferred to the meeting in October.

F92/30

CORRESPONDENCE

- a) A request from Glasgow Branch Demonstration Group for a grant towards the expenses of attending a Festival in Portugal was discussed. It was agreed that in the light of previously agreed policy grants of this nature could not be made.
- b) A letter from Mrs Dauth requesting her deposit from this year's Summer School be transferred to next year was refused.
- c) Correspondence between New Zealand Branch and Headquarters relating to packaging and the cost of postage was discussed. The whole question of packaging and posting is to be further considered.

F92/31

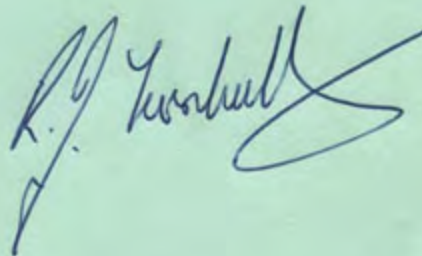
ANY OTHER BUSINESS

Deferred to next Meeting.

F92/32

DATE OF NEXT MEETING

26 September 1992 at 2pm.





THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE FINANCE COMMITTEE  
MEETING HELD AT 12 COATES CRESCENT  
EDINBURGH ON SATURDAY 26 SEPTEMBER  
1992 AT 2PM.

PRESENT: Mr R Turnbull (in the Chair), Miss A W Miller,  
Mr J Douglas, Mr B Frazer, Mrs J Harper, Mrs M  
MacRae, Mr D Ross, Mr K Stacey.

ATTENDING: Mrs J A Moore (Secretary)

F92/33 APOLOGIES

Apologies were received from Mr A Aitkenhead, Mr G  
Lawson and Mrs M Jeffcoat.

F92/34 MINUTES OF MEETING ON 29 AUGUST 1992

It was noted that Mr D Ross had been omitted from  
the list of those present at the meeting.

F92/26 Financial Statements. The Convener  
confirmed that investments had been made in  
accordance with previous decisions and that the  
Treasurer would give further details at the next  
meeting.

F92/28 b Equipment. Mr Frazer requested that it  
should be recorded that when the meter of the  
Franking machine is replaced it will be at an  
approximate cost of £1,000.

With the above amendments, the Minutes of the  
Meeting on 29 August were approved.

F92/28 OFFICE MAINTENANCE

There was a lengthy discussion concerning the  
proposed remedial work required at 12 Coates  
Crescent.

Estimates had been received which the Committee  
examined closely. Detailed expenditure of £18,000  
was approved and it was further agreed that  
provision of £2,000 be made for additional  
contingencies.



It was also agreed that details of light fittings and redecorating should be agreed by the Chairman and Secretary in consultation with Mr Lothian.

F92/29

CORRESPONDENCE

A letter from the Australian Teachers' Association was discussed and the Secretary would reply.

F92/30

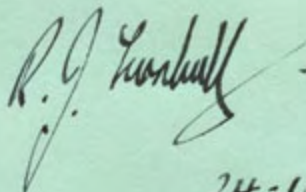
ANY OTHER BUSINESS

It was agreed that a cheque book should be kept at Headquarters for the purpose of paying meeting expenses thereby reducing postage costs. The Treasurer would be consulted about this.

F92/31

DATE OF NEXT MEETING

24 October 1992 at 1pm



24-10-92



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE FINANCE  
COMMITTEE MEETING HELD AT 12  
COATES CRESCENT EDINBURGH ON  
SATURDAY 24 OCTOBER 1992 AT  
1PM.

PRESENT: Mr R Turnbull (in the Chair),  
Miss A W Miller, Mr G Lawson,  
Mr J Douglas, Mr B Frazer,  
Mrs J Harper, Mrs M A Jeffcoat,  
Mrs M MacRae, Mr D Ross.

ATTENDING: Mrs J A Moore (Secretary)

F92/39 APOLOGIES

Apologies were received from  
Mr A S Aitkenhead and Mr K Stacey.

F92/40 MINUTES OF THE MEETING ON 26 SEPTEMBER 1992

The Minutes of the Meeting on 26 September  
were approved.

F92/41 BUSINESS ARISING

There was no business arising.

F92/42 FINANCIAL STATEMENTS

The Treasurer presented these to the  
Committee for discussion. Concern was  
expressed concerning the quantity of  
records currently held in stock. The  
Committee agreed that the records for  
Books 4,5 and 6 should comprise a  
special promotion starting 1st November  
1992. The selling price  
of the records will be £4.00 each and  
normal Branch discounts would apply.

The Statements of Accounts were then  
approved.

F92/43 SUMMER SCHOOL 1993: FEES

Quotations for the 1993 Summer School had  
been received from St Andrews University.  
The Committee agreed that the fees should be  
held at the same level for 1993.  
The following charges, therefore, were fixed-

Resident: Two Week Course - Tuition & Main-  
tenance £400.00



One Week Course - Tuition & Main-  
tenance £200.00  
Non-Resident: Two Week Course - Tuition  
£100  
One Week Course - Tuition  
£55.00

The deposit would remain at £40.00.

F92/44

AGM AGENDA 1992

The Committee considered the items on the Annual General Meeting Agenda which concerned Finance.

F92/45

STAFF MATTERS

See paper apart.

F92/46

CORRESPONDENCE

- a) A letter from Pitney Bowes setting out a special promotion offer for the replacement of our mailing base was discussed. The Committee agreed to take advantage of the special price of £750 being offered.
- b) A letter from the St Andrews Society asking if the RSCDS would consent to enclose an appeal leaflet in our next mailing to Branches was discussed. Permission was not granted.
- c) Select Video of Ohio had written saying they were interested in distributing our instructional videos in the USA and Canada. It was agreed that further details should be requested

F92/47

ANY OTHER BUSINESS

- a) A remit from Publications & Research Committee concerning the finance of a cassette for the Schools Association was referred back to P & R for more specific costings.
- b) The Committee agreed that a remit should be referred to the General Purposes Committee asking that they should discuss the procedure whereby representatives from the Executive Council are appointed to standing Committees. The Committee agreed that nominees should provide a C.V. of qualifications relevant to the Committee for which they were standing.



- c) Suggestions received from Mr K Stacey concerning Public Relations and Budget allocations were deferred to another meeting.
- d) Miss Miller, Chairman of the Society paid tribute to Mr Turnbull for all that he had done during his year as Convenor of the Finance Committee. She said that all that he had done had been well done and she expressed gratitude to him on behalf of the Society. Mr Turnbull in reply expressed his appreciation of the cooperation of the Committee and of Headquarters staff.

F92/48

DATES OF NEXT MEETINGS

13 February 1993  
17 April 1993  
21 August 1993  
16 October 1993

*John R. Stacey*  
13<sup>th</sup> February 1993.



PAPER APART  
FINANCE COMMITTEE MEETING

ON 24 OCTOBER 1992

MINUTE F92/45

At their meeting on 24 October 1992 the Finance Committee after considerable discussion decided at the annual review date all salaries be increased by five per cent per annum (5%p.a.) to become effective from 1 January 1993.

In addition that to compensate them, each member of the Headquarters staff should receive, after the renovations proposed for 12 Coates Crescent were completed, two hundred and fifty pounds (£250) each.

The Treasurer was asked to consider the matter to see if there was any way in which the money could be paid legally without deduction of tax and national insurance contributions.



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

THE MINUTES OF THE FINANCE  
COMMITTEE MEETING HELD AT  
12 COATES CRESCENT,  
EDINBURGH ON SATURDAY 13  
FEBRUARY 1993 AT 2PM

PRESENT: Mr K Stacey (in the Chair), Miss A W Miller, Mr G Lawson,  
Miss M Barker, Mr B Frazer, Mrs M MacRae, Mr A Mair,  
Mr D Ross.

ATTENDING: Mrs J A Moore (Secretary), Mrs M A Jeffcoat (Treasurer)

F93/1 APOLOGIES

An Apology was received from Mr A Gray.

F93/2 CONVENER'S REMARKS

The Convener welcomed members to the first Committee meeting of the new session, especially those who were attending for the first time. He hoped they would enjoy the work of the Committee and stressed the confidentiality of meetings and that all correspondence regarding the working of the Committee should be directed to the Convener.

The Convener said that he hoped the Committee would look at new ways of raising additional finance for the Society which could be used for a variety of projects.

Finally the Convener congratulated Mrs MacRae on her award from West Lothian Council for her services to Scottish Country Dancing.

F93/3 MINUTES OF THE MEETING ON 24 OCTOBER 1993

The Minutes of the Meeting on 24 October 1992 had previously been approved at the Executive Council Meeting on 21 November 1992.



F93/4

## BUSINESS ARISING

### a) F92/43 SUMMER SCHOOL

The Secretary expressed some concern about the numbers of applications for 1993 which had been received to date. The Secretary said she would be able to give a more accurate report on the situation at the next meeting.

### b) F92/46 c) Select Video of Ohio

The Secretary reported that no further correspondence had been received from Select Video.

c) F92/47. There was considerable discussion relating to the financing of a suitable "package" for the proposed Schools Association. The Committee supported the suggestion that the initial funding should come from the Jean Milligan Memorial Fund rather than the Publications & Research Committee budget. It was agreed that this matter should be referred to the General Purposes Committee which authorises the spending of the Fund resources.

d) F92/47 b). The Committee was informed that the General Purposes Committee had agreed that a CV form should be issued with the nomination forms for Branch Representatives to the Council and that the wording for a suitable form had also been agreed.

F93/5

## FINANCIAL STATEMENTS

a) The Financial Statements were presented by the Treasurer and after discussion these were approved.

b) Expressing concern about postage costs it was agreed that the postage on the Subscription copies would be recorded as a separate item.

c) Investments. These were reviewed and after discussion the Treasurer was empowered to seek the advice of another Stockbroker and, in consultation with the Convener, to take necessary action. The reason for seeking alternative proposals is to try to have a portfolio of shares which would give income over the years and lead to capital growth rather than looking for instant high income.



F93/6

#### BANK SIGNATORIES

It was decided that from 1 April 1993 Mr Keith Stacey would replace Mr Richard Turnbull as signatory for all RSCDS and Strathspey Sales Accounts held by the Bank of Scotland in Edinburgh and in St Andrews.

F93/7

#### BUILDING MAINTENANCE: REPORT

It was reported to the Committee that the work started as planned on 19 January and after a period of 4.5 working weeks it was assessed that some 60% of the total work, excluding painting and decorating, had been completed.

The kitchen, after stripping the old walls and flooring, presented a problem or two but these had been overcome. One of the old walls was in a shocking state and, because of it being common to No 2 Walker Street, it required a little more attention than normal. The Plumbers' Federation at No 2 had been consulted about such repair work as was found necessary and this would be covered by our Joinery Contractors' Insurance.

Within another week it was expected that 'Mains' water would be at all taps.

Before the work started we were confronted with a major problem on the Security equipment which in turn required a complete reappraisal of the system.

F93/8

#### CORRESPONDENCE

a) A letter had been received from Macmerry Village Hall Management Committee, a voluntary organisation with a qualified tutor to teach Dancing for young people from the age of 7 upwards, enquiring if the RSCDS could help the young Scottish Country Dancing groups with instruction books and tapes.

The Committee agreed that certain publications should be made available.



b) Several letters had been received in support of the Australian Teachers' Association request for a grant towards a Residential Training Course for prospective teachers in remote areas. Replies would be sent indicating that this could not be made from the General Fund but as an alternative the General Purposes Committee would be asked to consider if it came within the remit of the Jean Milligan Memorial Fund.

c) A letter from James Senior regarding the annual fee paid to the RSCDS for the use of the logo for advertising purposes, agreed that he would add VAT to the fee.

F93/9

#### ANY OTHER BUSINESS

a) Bulletin Advertising. It was agreed that there would be no increase in the rate for advertising in the 1993 Bulletin.

b) The Committee approved the price of £8.00 for the LP and Cassette for Book 16.

c) The Committee agreed to the estimates for producing dances from Books 1-5 and Books 6-10 on two CDs.

d) The Committee approved in principle to fund a one day Course for Tutors in March 1994.

e) Musicians Course May 1994: After discussion the Committee agreed that the funding for this course should be remitted to General Purposes and the Jean Milligan Memorial Fund.

f) The Committee gave approval for the purchase of a new computer to replace the existing one which was now irreparable.

g) Referring to a letter requesting refunds in place of credit notes the Committee agreed there would be no change of policy regarding refunds which would only be given in exceptional circumstances.

h) Window Boxes. The Secretary would request quotations for annual maintenance of the window boxes and she was empowered to accept one of the submissions.



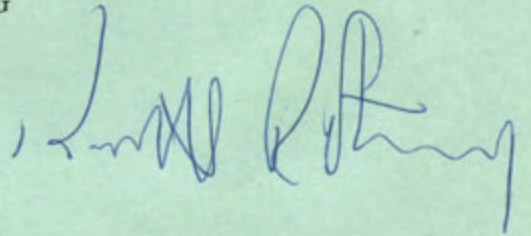
i) The Committee gave its approval to an additional meeting of the Examinations Committee each year. It also agreed that in the future, General Purposes Committee and the Finance Committee would not hold meetings on the same days.

The remaining items on the Agenda were held over to the next meeting.

F93/10

DATE OF NEXT MEETING

April 17 1993 at 10am.

A handwritten signature in blue ink, appearing to be 'L. M. R. King', is written to the right of the text 'DATE OF NEXT MEETING' and 'April 17 1993 at 10am.'.



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

THE MINUTES OF THE FINANCE  
COMMITTEE MEETING HELD AT 12  
COATES CRESCENT, EDINBURGH ON  
SATURDAY 17 APRIL 1993 AT 10AM

PRESENT: Mr K Stacey (in the Chair), Miss A W Miller, Mr G Lawson,  
Miss M Barker, Mr B Frazer, Mrs M MacRae, Mr A Mair, Mr  
D Ross

ATTENDING: Mrs J A Moore (Secretary), Mrs M A Jeffcoat (Treasurer)

F93/11 APOLOGIES

An apology was received from Mr A Gray

F93/12 MINUTES OF MEETING ON 13 FEBRUARY 1993

The Minutes of the Meeting on 13 February 1993 were  
approved.

F93/13 BUSINESS ARISING

a) F93/4 c) The Committee was informed that the General  
Purposes Committee had agreed that the Jean Milligan  
Memorial Fund would provide the initial funding for the  
proposed Schools' Association.

b) F93/8 b) The General Purposes Committee agreed that a  
"one off" donation equivalent to a scholarship to Summer  
School would be made to the Australian Teachers'  
Association from the Jean Milligan Memorial Fund.

c) F93/9 e) The General Purposes Committee gave approval to  
the funding of the Musicians Course in May 1994 from the Jean  
Milligan Memorial Fund.

d) F93/9 f) The Secretary reported that the new computer  
had been installed and that the additional facilities which it  
provided would gradually be utilised. Mr Frazer asked the  
Committee to note that Mr Gray had expressed his  
willingness to update the report on computerisation which he  
had prepared for the Society several years ago.



e) F93/4 a) Summer School. The Secretary reported that the numbers of applications to Summer School had increased substantially since the previous meeting and that the situation was no longer causing concern.

f) F93/4 b) Select Video of Ohio. No further correspondence on this matter had been received.

F93/14

#### FINANCIAL STATEMENTS

a) The financial statements of income and expenditure were presented by the Treasurer and discussed. It was agreed that the refurbishment of Headquarters should be entered as a separate item.

b) Publications Accounts for the period 1 July 1992 to 31 March 1993.

It was noted that overall sales were doing well and that the stock on hand was slowly coming down.

c) Balance Sheet at 31 March 1993.

The Treasurer informed the Committee that the totals described as Reserves would, in future, be included in the Capital account.

It was also noted that Summer School 1993 fees which were collected in advance were listed and that the interest on these would be paid into the Summer School account.

d) Investments at 31 March 1993

The Treasurer reported that arrangements were in progress for transferring the management of investments to the Charterhouse Tilney firm of Stockbrokers.

In consultation with the Stockbroker it was agreed that various low yielding stocks are to be sold and a selection of equities bought.

It was also agreed that the investment policy regarding the Jean Milligan Memorial Fund should be changed by moving the Fund from Charibond and investing it in Equities together with some of the deposit account. The Treasurer would seek advice from the Stockbrokers before recommending changes.



In conclusion, it was noted that the financial situation was on target with Budget. Income was up, the benefits of the last increase on subscriptions were starting to come through, there had been an increase in royalties and investment income had also increased.

F93/15

#### PUBLIC RELATIONS AND FINANCIAL PLANNING

A lively discussion identified a number of issues requiring further research and consideration and included whether a Public Relations Budget should be established.

The Treasurer advised the Committee that the new legislation governing Scottish Charities would have to be kept in mind when drawing up any plans and said she would have a report on the new regulations available for the next meeting.

The Treasurer also suggested that she would contact the Scottish Sports Council to enquire about guidelines issued to similar bodies.

PR93/16

#### BUILDING MAINTENANCE : REPORT

A pre-final report on HQ maintenance work was submitted by Mr Adam Lothian, Consultant in Charge, in which he reminded the Committee that instructions were given as an afterthought to upgrade the small kitchen and the costs of this were reflected in the report.

So too were costs for a number of other issues for which decisions had had to be made at the time. These are:-

- 1) A complete new Security and Door Entry System when the existing Security system failed and when the firm concerned closed down in Edinburgh.
- 2) An over-abundance of 'dead' telephone wiring throughout the building had to be removed.
- 3) The electrical wiring proved much more out of date than anticipated and this too would be reflected in the final costs.



4) The fireplace in the Committee Room had always provided some mystery. The asbestos panel and all the soot behind were removed, the vent checked and a cowl fitted. The exposed fire parts were cleaned of white paint, and the fireplace with its ornamental cast iron register, marble pillars and mantel restored.

5) Floor covering to the Entrance Hall, Foyer and Reception were not accounted for at the beginning.

As far as costs were concerned, it would appear that these had been contained within the forecasts, except electrical. The assessment at the time for all the electrical work was based on partial re-wiring but it became apparent that the existing circuits and general system of wiring could not survive even in sections as first thought.

The forecast of final costs, including allowance for carpeting which the Committee agreed, but excluding profession fees and VAT was estimated at £19,929.00.

The Committee agreed to increase Adam Lothian's fee to £1,500 in view of his services to the Society.

The Committee also endorsed the idea of Branch sponsorship of additional furnishings required for the building.

The Committee expressed its appreciation to Headquarters staff for so willingly coping with the inconveniences of the last 3 months.

F93/17

#### CHILDREN'S FESTIVALS WITHIN UK

Following a discussion concerning the promotion of Childrens' Festivals it was agreed to put this matter to the Executive Council. A suggested budget of £2,000 was approved and the Committee agreed that priority would be given to Branches planning such festivals in areas where none had previously taken place.

F93/18

#### CAPITATION FEE

The question of a capitation fee was remitted from the Executive Council Meeting in May 1992. The point at issue seemed to be the cost of converting from foreign currencies. The Committee agreed that the Society cannot take the currency risk arising from fluctuating exchange rates and that the sterling status quo would remain.



F93/19

CORRESPONDENCE

a) The Convener referred to a report from London Branch Financial Working Party. It was agreed that if London Branch wished to pursue the matter, the report should be referred to the Chairman of the Society because the contents of the report cut across the work of different committees.

The Secretary was asked to write to London Branch to this effect.

b) A letter was received from the St Andrews Society requesting the use of the Committee Room for Council Meetings. The Secretary would reply that because of the new security system this would be impractical.

c) The Secretary read a letter of appreciation from Macmerry Village Hall Management Committee who had received complimentary tapes and instructions books for the children's class.

F93/20

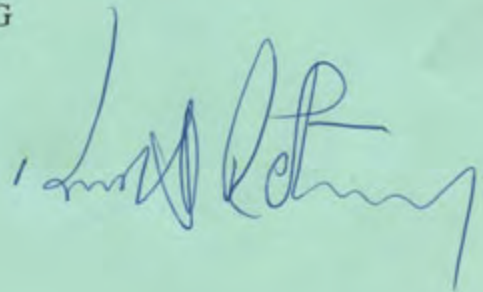
ANY OTHER BUSINESS

The question of job descriptions for Headquarters staff was discussed. However the committee felt that because of the small number of staff involved and the diversified nature of the work this would be unwise and would be disruptive to the good working relationship which existed at Headquarters.

F93/21

DATE OF NEXT MEETING

21 August 1993 at 10am





THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

THE MINUTES OF THE FINANCE  
COMMITTEE MEETING HELD AT 12  
COATES CRESCENT, EDINBURGH  
ON SATURDAY 8 MAY 1993 AT  
11.15AM

PRESENT: Mr K Stacey (in the Chair), Miss A W Miller, Mr G Lawson,  
Mr B Frazer, Mr A Gray, Mrs M MacRae, Mr A Mair.

ATTENDING: Mrs J A Moore (Secretary), Mrs M A Jeffcoat (Treasurer).

F93/22 APOLOGIES

Apologies were received from Miss M Barker and Mr D Ross.

F93/23 MINUTES OF MEETING ON 17 APRIL 1993

The Minutes of the Meeting on 17 April were approved.

F93/24 BUSINESS ARISING

a) F93/d ) Mr Gray expressed his willingness to meet with the Convener and Secretary to discuss and update the report he had prepared some years previously on computerisation within Headquarters. The Convener asked that he should receive a copy of the report before any discussion took place.

b) F93/15) Public Relations Budget. It was agreed that the proposal for a Public Relations Budget should be referred to the General Purposes Committee for approval.

F93/25 REVIEW OF PRICE LIST

Because the costs of producing RSDCS publications had not been reviewed for a number of years and because of escalating printing costs during this period it had become necessary to update the Price List to realistic levels keeping in mind the large sums of money tied up in stock.

The Committee agreed the increased prices and that the List should be reviewed again within one year.



F93/26

NEW LEGISLATION GOVERNING SCOTTISH  
CHARITIES

Concern about the new Charities Act had been expressed at the previous meeting as to how it would affect the Society in the future. A small sub-committee was formed to review the whole of the Charities Act with reference to Scotland. The Society Chairman, Vice Chairman, Treasurer, Mrs MacRae and the Secretary were appointed to the sub-committee. It was agreed the sub-committee could arrange legal assistance and a budget for legal costs would be set up.

F93/27

EXECUTIVE COUNCIL EXPENSES

The Convener reminded the Committee that in changing the system of claiming expenses for attending Executive Council meetings, i.e. the deduction of £20 travelling expenses per head per claim, no provision had been made for the Chairman, Vice-Chairman, Director of Summer School, Archivist and the six elected members. The Convener said it was his intention to ask the Executive Council to approve that these expenses should be funded from the General Account.

F93/28

DATE OF NEXT MEETING

21 August 1993 at 10am

*John R. Channing*  
21st August 1993



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

THE MINUTES OF THE FINANCE  
COMMITTEE MEETING HELD AT 12  
COATES CRESCENT, EDINBURGH ON  
SATURDAY 21 AUGUST 1993 AT 10AM.

PRESENT: Mr K Stacey (in the Chair), Miss A W Miller, Mr G Lawson,  
Miss M Barker, Mr B Frazer, Mr A Gray, Mrs M MacRae,  
Mr A Mair, M D Ross.

ATTENDING: Mrs J A Moore (Secretary), Mrs M A Jeffcoat (Treasurer).

F93/29 APOLOGIES

There were no apologies.

F93/30 MINUTES OF THE MEETING ON 8 MAY 1993

The Minutes of the Meeting on 8 May 1993 were approved.

F93/31 BUSINESS ARISING

There was no business arising.

F93/32 FINANCIAL STATEMENTS

Before presenting the financial statements the Treasurer said that because of the Charities Accounts (Scotland) Regulations 1992 there would be a new system of presenting the accounts because the new regulations insist on a statutory format which the accounts must take.

- a) The financial statement of income and expenditure for the year to 30 June 1992 and 1993 was then discussed.

An increase in subscriptions for the year ended 30 June 1993 was noted. This resulted from the increased percentage of subscriptions being submitted to Headquarters.

The budget proposals for the year 30 June 1993 to 30 June 1994 were accepted.

- b) The Balance Sheet at 30 June 1993 was accepted.



c) Investments at 30 June 1993.

The Treasurer informed the Committee that there had been delays about the transference of the management of investments to Charerhouse Tilney but that this had now been completed. Unfortunately there was a slight loss because of this delay. Following discussion on the investment policy it was agreed that the brokers should be given discretionary management within certain parameters.

Concerning the interest from the Jean Milligan Memorial Fund the Committee felt that greater use could be made of this Fund and that the General Purposes Committee should be advised of the amount available for projects. It was also agreed that funding for the Tutors Course should be referred back to General Purposes Committee.

F93/33

SUMMER SCHOOL 1993

The Secretary reported that 797 students had attended Summer School and of these 622 were resident and 175 were non resident. The previous year 844 students had attended.

195 students were attending for the first time.

In addition to the students there were 34 staff present for Course 1 and 36 for Course 2; Mrs MacLeod was also present throughout the whole month.

With reference to the shop, the Secretary said that despite the fall in numbers attending Summer School, the actual takings in the shop were up on 1992. She said that she realised this may have been helped by the recent price increases, but added that credit and thanks must also be paid to Mrs Watt and her willing band of helpers for the hard work they had put in to make the shop so successful.

The total takings in the shop amounted to £16,353.53 and of the total figure Strathspey Sales accounted for £4,404.15 which was slightly down on 1992.



The Secretary said it should be noted that included in the total of £16,353.53 were sales of non - RSCDS items which amounted to £3,841.31 (of which the RSCDS retained £1,771.84).

In conclusion the Secretary expressed her appreciation for the support and cooperation of all the Headquarters staff during the period of Summer School.

In the discussion which followed the Secretary's report the Treasurer advised the Committee that when fees are being set for the Summer School the break even number of students is 800. Arising from these discussions the Committee agreed that it should be remitted to the Summer School Committee that for this year the Finance Committee will follow the traditional procedure of fixing the fee for next year's Summer School but thereafter the Summer School Committee will be required to submit a proposed fee based on a detailed budget including staff allocation.

F93/34

#### LEGISLATION GOVERNING SCOTTISH CHARITIES

The Treasurer advised the Committee that because it had long been felt that there was a need for an improvement in the supervision and accountability of charities in Scotland The Charities Accounts (Scotland) Regulations came into force on 30 September 1992. This Act insists that the statement of accounts must follow a particular format.

Arising from this legislation major decisions have to be made and the Society has to look at certain questions. Should the Society remain a Charity or not? Should the Society become a limited company? The Treasurer pointed out that if the latter course was followed, it would mean a change of constitution, and the appointment of directors. The relationship with the Branches would also have to be considered.

It was agreed that the Treasurer would make a detailed presentation to the General Purposes committee which would then decide upon the next step forward.



## CORRESPONDENCE

- a) A letter from Nairobi Branch setting out the problems they were experiencing as a result of the fall in the value of the Kenya currency on the international currency exchange and consequently that the submission of subscriptions remitted to Headquarters annually was a significant burden.

The Committee while sympathising with the difficulties felt that there was nothing which the Society could do in the situation.

- b) The Committee was informed that a request from the Schiehallion Group of Madrid to open a bank account in the name of the RSCDS Madrid - Easter 1994 had been granted on the understanding that the RSCDS would not accept or acknowledge any losses that may be incurred.

## ANY OTHER BUSINESS

- a) Replying to a question concerning the report from the London Branch Financial Working Party it was reported that as yet, no further progress had been made in considering the findings of the report.
- b) The Committee agreed on a 50% discount off the agreed retail selling price of CD's with Hardie Press.
- c) The Committee agreed that a CD/record/cassette system should be purchased for Headquarters. The cost should not exceed £400.
- d) The Chairman reported to the Committee on items which were still required for the refurbishment of Headquarters and which would bring her "Vision" nearer to reality. The Committee agreed that estimates should be sought for chairs for the Committee Room and replacement desks and chairs for each of the three offices.
- e) Supporting a suggestion from Miss M Barker, the Committee sanctioned the purchase of Strathspey Tartan material for the staff.

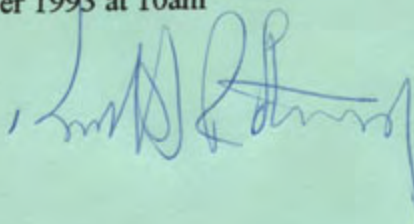


- f) The Convener raised the question of seeking companies to advertise in the Bulletin on the same basis as James Senior, Shoemaker and Footwear Specialist. It was agreed that this could be looked at as an overall policy at a future date.
- g) The Committee also agreed that there would be no change in the policy of not giving discount to individuals who purchased items in excess of a certain total. It was emphasised that only Branches are entitled to discounts.
- h) Mr Gray expressed his willingness to update and upgrade the report he had prepared some years previously on computerisation within Headquarters. The Committee accepted his offer.

F93/37

DATE OF NEXT MEETING

16 October 1993 at 10am





THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

THE MINUTES OF THE FINANCE COMMITTEE  
MEETING HELD AT 12 COATES CRESCENT,  
EDINBURGH ON SATURDAY 16 OCTOBER 1993  
AT 10AM.

PRESENT: Mr K Stacey (in the Chair), Miss A W Miller, Mr G Lawson,  
Miss M Barker, Mr B Frazer, Mrs M MacRae, Mr D Ross.

ATTENDING: Mrs J A Moore (Secretary), Mrs M A Jeffcoat (Treasurer).

F93/38 APOLOGIES

Apologies were received from Mr A Gray and Mr A Mair.

F93/39 MINUTES OF MEETING ON 21 AUGUST 1993

F93/32c) After it was agreed that "slight" should be  
deleted, the Minutes were approved.

F93/40 BUSINESS ARISING

a) F93/33 Remit to Summer School Committee.

With reference to this remit, the Summer School Committee  
replied that it considered that the status quo should  
continue with regard to the setting of fees for the  
Summer School. The Summer School Committee agreed that  
the determining of fees was entirely the responsibility  
of the Finance Committee based on costs of the previous  
year and on the fee being quoted by St Andrews  
University.

As, in the past, the Director of Summer School would  
continue to inform the Finance Committee of any  
expected additional expenses for the following year.

Because of the worrying aspect of the large drop in  
income from this year's Summer School the Committee  
agreed that the Director should be invited to the next  
special meeting of the Finance Committee when fees for  
the 1994 School would be set.

b) F93/34 Legislation Governing Scottish Charities

The Secretary reported that the Treasurer had attended  
the last meeting of the General Purposes Committee to  
advise members concerning The Charities Accounts  
(Scotland) Regulations which came into force on  
30 September 1992. Because decisions affecting the  
Society have to be made as a result of this legislation,  
General Purposes Committee appointed a sub-committee to  
consider the way forward for the Society.



c) F93/36c Compact Disc System

It was noted that enquiries concerning a suitable compact disc system for Headquarters were still being made.

d) F93/36/d The Secretary reported that two estimates had been received for the replacement furniture in each of the three offices and chairs for the Committee Room. The quotation from W P Elgin was accepted and the Committee expressed appreciation for the very favourable terms of the quotation.

The Secretary then informed the Committee that a letter had been received from Mr Lothian, Consultant in charge of the renovations at Coates Crescent, in which he advised the Committee that the work carried out by the Electrician had been more costly in terms of labour than originally estimated.

The Committee agreed that an additional £500 should be paid to the Electrician on the clear understanding that this was to maintain our good relations and recognising the services we have had in the past.

F93/41

FINANCIAL STATEMENTS

The Treasurer presented the Financial Statements to the Committee for discussion.

Concern was expressed about this year's Summer School accounts. The Treasurer explained that the number of places taken up by staff was an important variable and this was entirely under the control of the Summer School Committee. The Treasurer agreed to produce a break down of the Summer School accounts for the Committee.

In discussing the new regulations for presenting the accounts it was pointed out that under the new format Summer School interest was no longer included in Summer School income. The Treasurer said that the format was designed to show the type of income, not our own categorisation of where it came from. Whilst accepting this, the point was made that the 1994 Budget had been set to exclude Summer School investment income and the Treasurer agreed to change the Budget accordingly.

The Treasurer also proposed that the Budget formats should be changed to show Actual Period, Estimates of Remaining Period, a Total and finally a column for Annual Budget. The Committee accepted this proposal.

With reference to investments it was noted that Allied Provincial had not yet released Stock to Charterhouse Tilney. The Treasurer was asked to consult with Charterhouse Tilney to see if there was a case for compensation.



It was agreed that for clarification, the Refurbishment Fund would be referred to as the "Vision" fund.

Finally, the Treasurer asked that the dates for the 1994 meetings should be set with the quarterly accounts in mind. The 1993 dates had made it impossible to send out the accounts in advance of the meetings. Dates were agreed and the Treasurer promised to send out papers on the Monday preceeding each meeting. She indicated that, if possible, questions should be asked in advance so that relevant information can be brought to the meetings.

F93/42

#### AGM AGENDA 1993

The Committee considered the items on the Annual General Meeting Agenda which concerned Finance.

F93/43

#### CORRESPONDENCE

The Secretary read a letter from the St Andrew Society expressing appreciation for the period during which the RSCDS had given permission for them to have their PO Box mail delivered to 12a Coates Crescent.

F93/44

#### ANY OTHER BUSINESS

- a) The Convener said that the Committee would have to think about a subscription increase next year. He pointed out that it takes two years before an increase comes into the system and some way of making it become effective immediately should be considered.

It was suggested that the Convener of Finance might include a report in the Annual Bulletin. It was agreed that this could be discussed at another time.

- b) The question of what to do with the large stock of old books was discussed and would be included on the Agenda for the next meeting.
- c) The use of air fares for attending Committee meetings was briefly discussed and would be reviewed at the next meeting.
- d) The Secretary informed the Committee that the photocopier had been causing problems because of frequent mal-functioning and that Rank Xerox had agreed to replace the copier.

F93/45

#### STAFF MATTERS

See paper apart.

In future Staff Matters would be discussed at the August meeting.



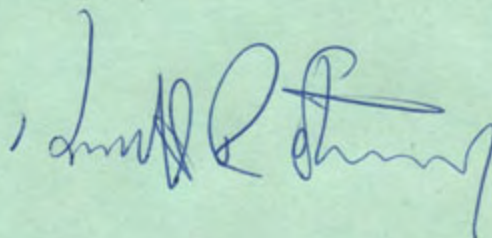
F93/46

DATES OF NEXT MEETINGS

19 Febraury 1994  
30 April 1994  
20 August 1994  
22 October 1994

The Convener thanked the Committee for all their work during the year and in particular Mrs MacRae and Mr Ross who would not be standing for re-election in November and whose contributions to the discussions would be missed.

Miss Miller, Chairman, on behalf of the Committee expressed appreciation to the Convener for what had been a long, tough year.

A handwritten signature in blue ink, appearing to read 'Miss Miller', is written in a cursive style.



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE FINANCE  
COMMITTEE MEETING HELD AT  
12 COATES CRESCENT,  
EDINBURGH ON SATURDAY 20  
NOVEMBER 1993 AT 10AM

PRESENT: Mr K Stacey (in the Chair), Miss AW Miller, Mr G Lawson,  
Mr A Gray, Mrs M MacRae, Mr A Mair, Mr D Ross and Dr  
A MacFadyen (Director of Summer School).

ATTENDING: Mrs J A Moore (Secretary), Mrs M A Jeffcoat (Treasurer)

F93/47 APOLOGIES

An apology was received from Mr B Frazer.

F93/48 MINUTES OF THE MEETING ON 16 OCTOBER 1993

F93/41 For further clarification it was noted that the Society  
Refurbishment Fund is an entirely separate fund from the  
Chairman's "Vision" fund to which Branches and individuals  
have been invited to contribute.

The Minutes were then approved.

F93/49 BUSINESS ARISING

a) F93/40 Compact Disc System

It was reported that a Sony system costing £399 would  
seem to be the most suitable one to meet the require-  
ments at Headquarters. The Committee agreed that this  
should be purchased.

b) F93/40 The Secretary reported that the Electrician was  
pleased that an additional £500 would be paid to him for  
work which was carried out during the renovations at  
Coates Crescent, but for which costings had been under-  
estimated.



F93/50

### SUMMER SCHOOL 1994 : FEES

Quotations for the 1994 Summer School had been received from St Andrews University. The Committee was advised that the cost of running the Summer School was going up dramatically. The 1993 Summer School had been a heavy administrative burden which was being borne by the Society as a whole rather than by Summer School. However the Committee agreed that for the 1994 Summer School the full increases would not be passed on.

#### Resident:

|   |   |         |
|---|---|---------|
| Two Week Course - Tuition and Maintenance | - | £410.00 |
| One Week Course - Tuition and Maintenance | - | £205.00 |

#### Non-Resident

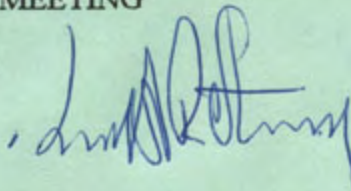
|                           |   |         |
|---------------------------|---|---------|
| Two Week Course - Tuition | - | £112.00 |
| One Week Course - Tuition | - | £ 56.00 |

The deposit would remain at £40.00.

F93/51

### DATE OF NEXT MEETING

19 February 1994





THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

THE MINUTES OF THE FINANCE  
COMMITTEE MEETING HELD AT 12  
COATES CRESCENT, EDINBURGH ON  
SATURDAY 19 FEBRUARY 1994 AT  
10AM.

PRESENT: Mr K Stacey (in the Chair), Mr G Lawson, Mr J Douglas,  
Mr B Frazer, Mr A Gray, Miss D Hamilton, Mr A Mair,  
Mr R Turnbull.

ATTENDING: Mrs J A Moore (Secretary), Mrs M A Jeffcoat (Treasurer).

F94/1 CHAIRMAN'S REMARKS

The Convener welcomed the members to the first meeting of the new session. In particular he welcomed Miss Hamilton who was attending for the first time and those who had returned to the Committee after an absence of one year. The Convener said it had been his intention to set up a sub committee to look at membership subscriptions, however this has had to be postponed until the sub committee which is looking at the changes being brought about by the new legislation relating to charities has completed its work.

F94/2 APOLOGIES

An apology was received from Miss A W Miller.

F94/3 MINUTES OF MEETING ON 20 NOVEMBER 1993

The Minutes of the Meeting on 20 November 1993 were approved.

F94/4 BUSINESS ARISING

a) F93/48. The Treasurer explained that under the new charities legislation the use of the word "fund" is now restricted and does not apply in the context of F93/48.

The Committee agreed that the wording of F93/48 should be altered as follows:



"For further clarification it was noted that the Society Refurbishment is an entirely separate Budget from the Chairman's Vision Appeal to which Branches and individuals have been invited to contribute".

b) F93/44 c) Air Fares. It was agreed that when it was necessary for members to fly to Edinburgh for Committee Meetings air fares would to be re-imbursed.

F94/5

#### CHAIRMAN'S ITEM

For the benefit of the new members to the Committee, the Convener briefly referred to the work of the sub committee reviewing the changes affecting the Society under the new charities legislation. He indicated that the three issues which have to be resolved were whether to incorporate, the composition of the trustee body and the status of branches.

F94/6

#### FINANCIAL STATEMENTS

In presenting the accounts the Treasurer pointed out that the Budget formats had now been changed to show Actual Period, Estimates of Remaining Period, a total and Annual Budget.

With reference to the Income and Expenditure Account it was noted that because of current low interest rates, the income from the interest on deposit accounts had been halved.

Concerning investments the Treasurer informed the Committee that Allied Provincial had not yet released Stock to Charterhouse Tilney. The Committee gave authority for a letter to be sent on the Society's behalf to Allied Provincial if Charterhouse Tilney had not received the Stock by the agreed date of 21 February 1994.

With reference to the Jean Milligan Memorial Fund, the Treasurer was asked to discuss with the Stock Broker about moving out of Charibond Units and M & G Charifund Inc and re-investing the capital in such a way as to maximise on income over time with security of capital.

The Treasurer then referred to a letter which had been received from Mr James Taylor who had wanted to raise a number of questions at the AGM but had been asked to submit them in writing instead. The Treasurer circulated a detailed reply to these questions and was asked to ensure that Mr Taylor received it.



F94/7

#### BUILDING MAINTENANCE : FINAL REPORT

Because this final report was so lengthy it was agreed that it should be copied and circulated to the Committee.

F94/8

#### STOCK OF BOOKS

In an attempt to reduce the very large stocks of books and records it was agreed that there would be a clearance sale which would take effect immediately. Books with music would be offered at 50p each. Postage and packing would be extra and Branch discounts would not apply.

Selected records would be offered at £2.00 and £3.00 each with postage and packing extra, and Branch discounts would not apply.

A notice informing Branches about the Sale would be inserted with orders and Branch Secretaries would be advised at the next Branch mailing.

Pocket Editions and Cassettes are not to be included in the Sale.

F94/9

#### ANY OTHER BUSINESS

- a) The Secretary was asked to discuss with the Insurance Broker a standard policy for the insurance of Branch equipment.
- b) Mr A Gray reported on his visit to Headquarters to discuss with staff the upgrading of the computer system. He said he would be producing a plan for the future which included a planned investment and maintenance policy. He hoped to have the report ready either for the next meeting or the one following.
- c) Bulletin: Branch Reports. The reintroduction of Branch reports in the Bulletin would become part of the above computerisation programme being drawn up for Headquarters. The intention is that this would be in place for 1995 or 1996.
- d) A remit from the Summer School Committee requesting permission to purchase an Ice Maker was discussed and approved on the proviso that the Committee was responsible for looking after the machine.



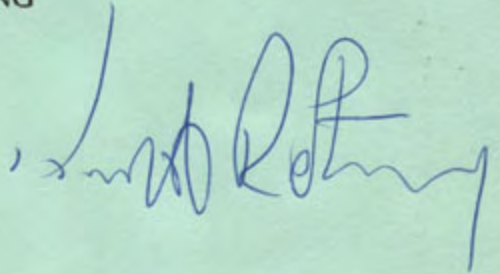
e) A remit from Summer School concerning the dates for Summer School 1995 was noted. The Finance Committee suggested that for any future year when the Open Golf competition in St Andrews coincided with the opening of Summer School, the Summer School Committee should consider starting a week later.

f) A request from the Convener of the Examinations Committee for funding to send 2 examiners to examinations in Tokyo later this year was approved.

F94/11

DATE OF NEXT MEETING

30 April 1994 at 10am.





THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

THE MINUTES OF THE FINANCE  
COMMITTEE HELD AT 12 COATES  
CRESCENT, EDINBURGH ON  
SATURDAY 30 APRIL 1994 AT  
10AM

PRESENT: Mr K Stacey (in the Chair), Mr G Lawson, Mr J Douglas,  
Mr B Frazer, Mr A Gray, Mr A Mair, Mr R Turnbull.

ATTENDING: Mrs J Dick (Assistant Secretary), Mrs M Jeffcoat (Treasurer).

PR94/12 APOLOGIES

Apologies were received from Miss A W Miller and Miss D Hamilton.

PR94/13 MINUTES OF MEETING ON 19 FEBRUARY 1994

F94/8 a) Mr J Douglas asked why there were only selected records in the sale and the Convener explained that it had been agreed that only those records that were in excess of 5 years stock would be offered for sale.

The Minutes of the Meeting on 19 February 1994 were then approved.

PR94/15 BUSINESS ARISING

a) F94/8a Stock of Books, Records and Tapes.

An up to date stock list was discussed by the Committee and it was agreed that it would be beneficial if these could be updated on a regular basis. Mr Douglas wondered if discount given to the trade made a significant difference to sales figures and if more trade had been generated by discounts. This was discussed at length and it was agreed that this would be looked at in detail and would be brought up at the next meeting.

Goods on a sale or return basis was discussed by the Committee and it was agreed that Branches should be aware that this facility was for special occasions only, under the following conditions as minuted in F92/7.

"i) Branches will received an invoice for the full amount for the items received.

ii) A credit note will be issued on the return of items in perfect condition; the credit note only to be issued when the unsold items are returned within one month".

It was pointed out by the Committee that the safekeeping of the goods was solely the responsibility of the Branch.

b) F94/9a) Equipment.

A letter received from Albyn Associates Ltd regarding insuring Branch equipment was discussed by the Committee and it was agreed that with an excess of £250 it would not be feasible to expect Branches to pay this sum for insurance purposes. The Convener asked that the Secretary approach Albyn Associates Ltd again to renegotiate the excess figure and report back to the next meeting.

F94/5

#### FINANCIAL STATEMENTS

In presenting the Accounts the Treasurer pointed out that investments were down slightly but this could, in part, be explained by the low interest rates although she said that Summer School fees will boost the figure.

With reference to Overseas Examinations, it was noted that there was no expenditure for this. The Secretary was asked to liaise with the Treasurer in order that the figure for this year can be included. The Secretary was asked to inform the Committee at the next meeting of the cost of the PPL Licence fee.

Credit card charges were up significantly but the Treasurer pointed out that these charges were in keeping with the increased use of this facility at Headquarters.

With reference to The Jean Milligan Memorial Fund the Treasurer asked the Committee to instruct her on the amount of the investment to be made from that Account. After discussion it was agreed that the sum of £20,000 should be invested with the Stock Broker and it will be reviewed again in August.

The Committee agreed to instruct the Treasurer to invest the sum of £30,000 from the General Account with the usual arrangement with the Stock Broker. Again this will be reviewed in August.



The Treasurer reported that no reply had been received to her letter from Mr J Taylor, Stirlingshire Branch.

F94/16

#### REVIEW OF PRICE LIST

The Index to Scottish Country Dancing is due to be reprinted and estimates had been received from Buccleuch Printers Ltd. These were discussed in detail by the Committee and the Secretary was asked to approach Buccleuch Printers again and ask them to let us have one quotation for 250 A5 size, which can be fitted in the Manual, and 750 Pocket Edition size. It was also agreed that another quotation be obtained for printing the Index.

The Committee agreed that the retail price should be £1.25 for both sizes.

F94/17

#### SUMMER SCHOOL

The Assistant Secretary reported on the numbers for the 1994 Summer School. These figures showed a marked improvement on last year.

F94/18

#### COMPUTERISATION

Mr A Gray apologised for not having his report available but due to personal reasons this had not been possible.

Mr Gray outlined his ideas for the computerisation programme to the Committee. A tentative budget was discussed and this would include the cost of purchasing a compatible computer system, ongoing training and maintenance.

Mr Gray recommended that an initial training programme be set up as soon as possible to enable Headquarters staff to get the best from the existing equipment.

Mr Gray thought he would be able to bring more information to the next meeting.

The Convener thanked Mr Gray for his input.

F94/29

CORRESPONDENCE

Mr Maeso of Madrid wrote to the Committee thanking them for permission to open an account in the name of the RSCDS for the Easter Weekend School and he informed the Committee that the Account had now been closed.

F94/20

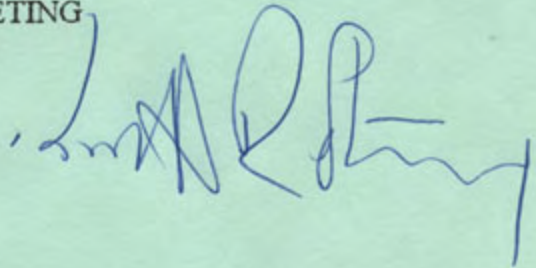
ANY OTHER BUSINESS

There was no other business.

F94/21

DATE OF NEXT MEETING

20 August 1994

A handwritten signature in blue ink, appearing to be 'L. Maeso', is written over the text 'DATE OF NEXT MEETING' and '20 August 1994'.



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

THE MINUTES OF THE FINANCE  
COMMITTEE HELD AT 12 COATES  
CRESCENT, EDINBURGH ON  
SATURDAY 27 AUGUST 1994

PRESENT: Mr K Stacey (in the Chair), Miss A W Miller, Mr G Lawson,  
Mr J Douglas, Miss D Hamilton, Mr A Mair, Mr R Turnbull.

ATTENDING: Mrs J A Moore (Secretary), Mrs M A Jeffcoat (Treasurer).

F94/21 APOLOGIES

Apologies were received from Mr B Frazer and Mr A Gray.

F94/22 MINUTES OF THE MEETING ON 30 APRIL 1994

The Minutes of the Meeting on 30 April 1994 were approved.

F94/23 BUSINESS ARISING

F94/13a It was noted that in stock there was £34,000 worth of black discs at cost, almost three quarters of this was related to old stock and therefore a substantial stock provision would have to be made in the accounts.

The Committee were concerned that future production of LP's should not give similar problems in the future. It was agreed that this relevant section of the Minutes would be passed to the Publications & Research Committee as a remit and that they should be asked to suggest marketing ideas.

F94/24 CHAIRMAN'S ITEMS

The Convener, referring to the maintenance of the building, advised the Committee that the windows in the basement showed considerable evidence of dry rot and that it was beginning to appear on the first floor windows too.

He also pointed out that the exterior required to be painted.

The Convener then suggested that it might be worthwhile to consider if there was sufficient space in the basement which could be used for an additional Committee Room. Finally he raised the question of a suitable "display" area where RSCDS items could be on view.

The Committee agreed that Mr Adam Lothian should be asked to produce a feasibility report for the next meeting.

F94/25

#### FINANCIAL STATEMENTS

In presenting the Income and Expenditure Accounts for the year ended 3 June 1994 it was noted that there were realised gains on investments of £4,632. However there had been a decrease in the income from investments which was due to a decrease in the Summer School interest partly due to the way in which fees were paid and partly due to the fall in interest rates. Total income was up by £13,000 on what had been budgeted for.

As mentioned in F94/23 above, a substantial stock provision would have to be made in the Publications Accounts.

The budget proposals for the year 30 June 1994 to June 1995 were accepted.

F94/26

#### SUMMER SCHOOL 1994

The Secretary reported that a total of 896 students had attended Summer School in 1994 and of these 686 were resident and 210 non resident. The previous year 797 had been present.

259 students were attending for the first time.

In addition to the students there were 32 staff present for Course 1 and 32 for Course 2; Mrs MacLeod was present throughout the entire month.

Referring to the shop, the Secretary reported that for the third consecutive year, takings in the shop showed an increase making this the most successful year to date. This may have been helped to some extent by the increase in price of a number of Strathspey Sales items. However there had been no increase this year in RSCDS prices and it was in this area where the increased sales was evident.

Total takings in the shop amounted to £21,359.39 (1993 - £16,353.35) and of this total figure Strathspey Sales accounted for £4,711.17 (1993 - £4,404.15) which, taking into consideration the price rises and increased numbers attending, was not up on 1993 nor indeed on 1992 when it was £4,536.16.



The Secretary said it should be noted that included in the total of £21,359.39 were sales of non RSCDS items which amounted to £2,684.45 of which, the RSCDS retained £894.83.

In conclusion the Secretary said that all credit for the success of the shop must be paid to Mrs Watt and her willing group of helpers for all their hard work. She also expressed her appreciation for the support and cooperation of all the Headquarters staff during the Summer School period.

The Secretary was asked to convey the thanks and appreciation of the Finance Committee to all the staff at Headquarters for their efforts.

F94/27

#### OFFICE EQUIPMENT

- a) Computerisation. It was agreed that a laser printer should be purchased and Mr Turnbull was asked to make the necessary arrangements for this.

It was also agreed that "In House" staff training sessions to improve their computer skills should be arranged and these should start as soon as possible.

- b) Mailing Scales. On the question of weighing scales with a higher maximum weight than the existing equipment can provide, Mr Mair agreed to see what might be available at a reasonable cost.
- c) Future Policy. This will depend on staff requirements.

F94/28

#### CORRESPONDENCE

- a) The Committee discussed two letters from Mrs Murphy, Carlisle Branch, requesting a grant towards the costs of the course instruction for the Teachers' Certificate and the Preliminary Test at Stavely, Cumbria. The Committee agreed it could not assist in this matter.

- b) A letter from Leeds Scottish Country Dance Club requesting financial assistance towards the Leeds Scottish Dance Festival was considered. The Secretary was asked to reply saying that the Committee regretted it could not provide such support.
- c) A letter was received from York & North Humberside Branch concerning the selling through the RSCDS publications books of dances devised by Branches. The Committee agreed that this could only be done through the shop at Summer School by agreement with the Secretary

F94/29

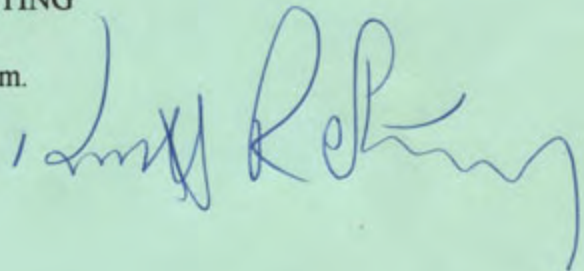
ANY OTHER BUSINESS

- a) The Secretary was asked to enquire from Charles Letts & Co Ltd the costings for producing a 15 month diary for 1996.
- b) Examiners Seminar. The Committee agreed that this should be funded as for normal meetings.

F94/30

DATE OF NEXT MEETING

22 October 1994 at 10am.





THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

THE MINUTES OF THE FINANCE  
COMMITTEE MEETING HELD AT 12  
COATES CRESCENT, EDINBURGH ON  
SATURDAY 22 OCTOBER 1994 AT 10AM

PRESENT: Mr K Stacey (in the Chair), Miss A W Miller, Mr G Lawson,  
Mr J Douglas, Mr B Frazer, Mr A Gray, Miss D Hamilton, Mr  
A Mair, Mr R Turnbull.

ATTENDING: Mrs J A Moore (Secretary), Mrs J A Jeffcoat (Treasurer).

F94/31 APOLOGIES

There were no apologies.

F94/32 MINUTES OF MEETING ON 27 AUGUST 1994

The Minutes of the Meeting on 27 August were approved after  
it was noted that:

- a) STAFF MATTERS – see paper apart had been omitted.
- b) F94/25 line 2, 3 June 1994 should read 30 June 1994.

F94/33 BUSINESS ARISING

a) F94/24 a) A report from Adam Lothian on adjustments  
to the Basement was discussed. Mr Lothian had reported that  
there is disease in the westmost window case and perhaps the  
sash as well. Both sashes require adjusting. He also  
recommended adjustments to the outside basement door for  
safety reasons and also a handrail on the internal stairs to the  
basement.

The Committee accepted these recommendations and agreed  
that work should commence in the Spring of 1995. The  
external paintwork would be done at the same time.

b) F94/27 a) Computerisation. The Secretary  
reported that staff had already received one training session and  
a second was due to take place within the next two weeks. She  
said that the staff felt this would be sufficient in the meantime.

The Committee agreed that a second computer compatible with  
the existing one should be purchased. Mr Gray was asked to  
make the necessary arrangements for this.

c) F94/27 b) Mailing Scales. Mr Mair had made enquiries about suitable scales and costings. The Committee agreed that a 30kg mechanical scale should be purchased and Mr Mair was asked to arrange this.

d) F94/29 a) 15 Month Diary. Costings were not available for the meeting and the Secretary would contact Letts about this.

F94/34

#### FINANCIAL STATEMENTS

a) Audited Accounts and Trustees report were approved by the Committee and it was agreed that these could now be sent out on request.

b) The Financial Statements were discussed and found satisfactory.

F94/35

#### STAFF MATTERS

Contracts of employment and conditions of service were discussed. Draft papers had previously been circulated to the Committee and it was agreed that certain amendments and additions were required.

Mr Douglas agreed to redraft the discussion papers incorporating the necessary changes.

F94/36

#### REVIEW OF SUBSCRIPTION

The Committee was agreed that a new system of increasing subscriptions was required which would provide benefit more quickly. Difficulties are caused by the length of time between originating an increase and it coming into operation.

There was considerable discussion about the system of proposing subscription increases in the future. It was recognised that proposals would have to be ready for the 1995 AGM following discussion within the Executive Council. This item would be discussed at the next meeting of the Committee.

F94/37

#### SUMMER SCHOOL 1995 : FEES

Quotations for the 1995 Summer School had been received from St Andrews University and it was noted that the costs of running Summer School had risen sharply. There was an increase of 4.8% on University Hall and the charges for the various halls had increased by 20-30%.



After much discussion the following fees were agreed -

One Week Course - Tuition and Maintenance  
£215.00 if paid by 30 April, otherwise £225.00

Two Week Course - Tuition and Maintenance  
£430.00 if paid by 30 April, otherwise £450.00

Non-Resident

One Week Course - Tuition  
£60.00 if paid by 30 April, otherwise £65.00

Two Week Course - Tuition  
£120.00 if paid by 30 April, otherwise £130.00

If it was further decided that the deposit would be increased to £45.00.

The Convener thanked Dr MacFadyen, Director of Summer School, for attending this part of the meeting. Dr MacFadyen expressed his appreciation for the invitation to attend the discussions which he felt were helpful and informative.

F94/38

#### CORRESPONDENCE

a) A letter from Doncaster & District Branch asking what date Annual and Long Term Membership should run from.

The Secretary would reply that Annual Membership covered the period 1st July to 30 June in any given year. Long Term Membership covers 10 years including the year or part on receipt of subscriptions.

b) A letter relating to Summer School fees was discussed and it was agreed that no refund or reallocation was possible.

F94/39

#### ANY OTHER BUSINESS

a) A letter from Dundee regarding payment of teachers was discussed.

b) Mr Frazer who was not standing for re-election to the Finance Committee said he had enjoyed his time on the Committee and found the work, particularly this year, interesting.

c) Mr Gray was given permission to continue discussions with Buccleuch Printers concerning the Bulletin.

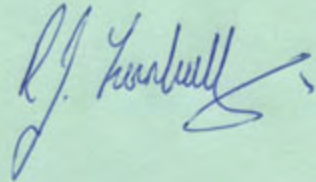
The Vice Chairman thanked the Convener for his fruitful term of office.

The Convener then expressed his appreciation to the Committee for their cooperation over the past two years and said he had enjoyed his term of office.

F94/40

#### DATES OF NEXT MEETINGS

|                  |    |         |
|------------------|----|---------|
| 18 February 1995 | at | 10.00am |
| 29 April 1995    | at | 10.00am |
| 19 August 1995?  | at | 10.00am |
| 21 October 1995  | at | 10.00am |





THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

THE MINUTES OF THE FINANCE  
COMMITTEE MEETING HELD IN  
PERTH ON SATURDAY 5  
NOVEMBER 1994.

PRESENT Mr K Stacey (in the Chair), Miss A W Miller, Mr G Lawson,  
Mr J Douglas, Mr B Frazer, Mr A Gray, Miss D Hamilton,  
Mr A Mair, Mr R Turnbull.

F94/41 An urgent meeting of the Finance Committee was held on  
Saturday, 5 November 1994 in Perth, to discuss the safe-  
keeping of the Society's sensitive documents.

It has been agreed with D M Vaughan & Co, Gloucester Place,  
Edinburgh that contracts of employment, letters of acceptance  
for employment, Letter of Incorporation for Strathspey Sales  
and any other documents deemed to be of legal importance  
shall be stored for safe-keeping at D M Vaughan & Co as  
named above.

*R. J. Turnbull*

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

THE MINUTES OF THE FINANCE  
COMMITTEE MEETING HELD AT 12  
COATES CRESCENT, EDINBURGH ON  
SATURDAY 18 FEBRUARY 1995 AT 10AM

PRESENT: Mr R Turnbull (in the Chair), Mr G Lawson, Mr W Clement,  
Miss A W Miller, Mr S Adam, Mr J Douglas, Mr A Gray, Mr  
A Mair, Miss B Naim, Mr D Ross.

ATTENDING: Mrs J A Moore (Secretary), Mrs M A Jeffcoat (Treasurer).

F95/1 APOLOGIES

There were no apologies.

F95/2 MINUTES OF MEETING ON 22 OCTOBER 1994

The Minutes of the Meeting on 22 October 1994 had been approved at the Executive Council Meeting on 19 November 1994.

F95/3 BUSINESS ARISING

a) F94/33 a Adjustments to Basement.

The Secretary reported that she had written to Mr Lothian confirming that the adjustments referred to in F94/33 a should be set in motion. It was noted however that the handrail would be on the external stairs to the basement.

b) F94/40 It was confirmed that the meeting scheduled for 19 August 1994 would take place at 12 Coates Crescent.

F94/4 MINUTE OF MEETINGS ON 5 NOVEMBER 1994

The Minute of the meeting on 5 November 1994 was approved subject to the deletion of Mr J Douglas.

F95/5 BUSINESS ARISING

The Treasurer agreed to report back to the next meeting of the Finance Committee concerning any legal Society documents which are held by D M Vaughan & Co. It was understood that those which are held are not necessarily those which are stated in the Minute.



F95/6

## FINANCIAL STATEMENTS

With reference to the Publications Account and the stock still in hand, it was agreed to recommend to the Publications and Research Committee that it might be advantageous to advertise in journals such as Folk Dance Magazine and also to discuss such advertising with Robbie Shepherd (of Take the Floor BBC radio programme). The Convener and Mr Clement, Vice-Chairman, agreed to put together a suitable package which would be put to the Publications and Research Committee.

With reference to the Jean Milligan Memorial Fund the Treasurer was given permission to discuss with the Broker the question of selling the Charibond units.

F95/7

## BANK SIGNATORIES

It was decided that from 1 March 1995 Mr R Turnbull would replace Mr K Stacey, and Mr G Lawson would replace Miss A W Miller as signatory for all RSCDS and Strathspey Sales Accounts held by the Bank of Scotland in Edinburgh and in St Andrews. Mrs J A Moore would cease to be a signatory and Mr Clement would be added.

F95/8

## STAFF MATTERS

a) Replacement Secretary. Mr Lawson, the Chairman, reported that the sub-committee had interviewed 6 candidates for the position of Secretary. Miss Gillian Parker was finally selected and accepted the position. She would start work with the Society on 20 March 1995. Mrs Moore, the retiring Secretary, had agreed to return to spend a week in the office with Miss Parker.

b) Contracts of employment and conditions of service were reviewed and further amendments agreed.

Mr Douglas also agreed to devise a suitable contract for the position of Secretary of the RSCDS.

The Convener thanked Mr Douglas and his wife for their considerable input in drafting the contracts.

c) The implementation of a further half day computer training for staff was agreed.

F95/9

#### OFFICE EQUIPMENT

Permission was granted for the purchase of another Computer (not to exceed £1,500) but it was agreed to put this on hold until the new Secretary was in post. Mr Gray and Mr Adam were asked to look at the feasibility of upgrading the Olivetti computer so that it would cope with the new micro software. If such an upgrading exceeded £200 it was agreed it would be preferable to purchase a new computer.

F95/10

#### REVIEW OF SUBSCRIPTION

There was considerable discussion about subscription levels and it was agreed that the matter should be referred to the next meeting.

The question of Life Members was also considered.

F95/11

#### CORRESPONDENCE

A letter from Retford & District Branch requesting the expenses incurred at the inauguratory meeting of the Branch was approved.

F95/12

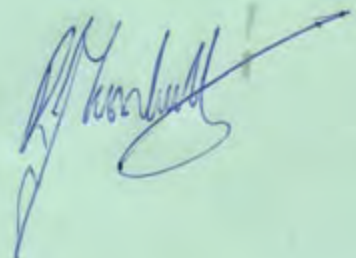
#### ANY OTHER BUSINESS

- a) Because of the increased costs of producing the Society's diary it was agreed not to produce a 1996 diary.
- b) Manual Video. Concern was expressed at the way in which the costs for this video were developing. The Committee approved a limit of £10,000. The Convener and Treasurer would liaise with Mr Mackay.
- c) It was agreed at the next meeting to review the agreement with Hardie Press.
- d) It was also agreed that funding would be available for membership cards and badges for RSCDS Juniors.
- e) The Committee agreed there should be a remit to Examinations Committee relating to IDTA candidates doing RSCDS examinations. It was felt that these candidates should receive some token of RSCDS recognition.

F95/13

#### DATE OF NEXT MEETING

29 April 1995 at 10am





**MINUTES OF FINANCE COMMITTEE  
MEETING HELD AT 12 COATES  
CRESCENT, EDINBURGH, ON  
SATURDAY, 29 APRIL 1995, AT 10AM**

**PRESENT**

Mr R Turnbull (Convener), G Lawson (Chairman), W Clement (Vice Chairman), A W Miller, S Adam, J Douglas, A Gray, B Nairn, D Ross, and Miss G S Parker (Treasurer)

**APOLOGIES**

Apologies had been received from Mr A Mair, Mrs A M Jeffcoat (Treasurer)

**MINUTES OF LAST MEETING**

(F95/14)

It was agreed that some items should have been included in the minutes of the meeting of 18 February.

**Strathspey Tartan** - Mr Clement had discussed the possible sale of the Strathspey Tartan - the officially recognised tartan for the RSCDS - by Hugh MacPherson

**Sponsorship for Summer School** - It had been agreed that both the Arts and Sports Councils should be approached for sponsorship of the Summer School, and that any grant awarded would be matched £ for £ up to a limit of £5,000.

Subject to the above additions the minutes of the previous meeting were agreed by the Committee and signed by the Convener.

**MATTERS ARISING**

**Strathspey Tartan (F95/15/1)**

Mr Clement agreed to approach Hugh MacPherson, in respect of the possibility of retailing the Strathspey Tartan. The Committee agreed that he should negotiate whatever deal was possible with regard to pricing but that a figure in the region of £1 - £1.50 above cost should be sought. The cost being £13/m and the Society's selling price £18.50/yd. It was also agreed that any orders would be processed through HQ and invoicing would be carried out by staff at HQ.

**Sponsorship for Summer School (F95/15/2)**

As no mention had been made of this in the previous minutes, no approach had apparently been made to either the Arts or Sports

Councils. The Secretary agreed to contact them to enquire as to whether they would be prepared to consider such a grant and to find out the deadline for applications. Should any grant be forthcoming it would be for the 1996 Summer School.

The Committee agreed to remit this to both the General Purposes Committee for the Jean Milligan Fund, and to the Summer School Committee for consideration.

**RSCDS Documentation (F95/15/3)**

The Convener advised the Committee that Mr Taylor had provided the Treasurer with several documents but that they had not included for example the original certificate of incorporation for Strathspey Sales. Mrs Jeffcoat had advised the Convener what she now held.

**Adjustments to Basement (F95/15/4)**

A paper was tabled detailing the work suggested by Mr Lothian to modify the basement door, renew the sash windows, to erect a railing, and to replace the cellar doors. The total cost of the above works was estimated at £4,105.38 plus VAT. This was accepted by the Committee.

**Signatories (F95/15/5)**

Mr Turnbull reminded the Committee that the current situation allowed for any two of the following to sign RSCDS cheques: the Chairman, Vice Chairman, Treasurer, Secretary and Finance Convener. The Committee agreed that Miss Parker, as the new Secretary, be given authority to countersign cheques, as per above. The Treasurer normally held one cheque book and the other was held in the offices for small amounts such as expenses. The Secretary agreed to continue the policy where, if possible, cheques for expenses were made available at the meeting to which they refer.

**Stock Levels (F95/15/6)**

A paper was tabled showing the current stock levels. Following discussions with the Finance Convener and Mr Clement, three magazines had been approached for advertising space. Six LPs were to be reduced to £3 and a copy of the dance instructions would be available, on request, to purchasers at no cost. It was noted that the Society of International Folk Dancing were to include an advert, as were the Edinburgh and District Folk Dance Magazine for £2.50. The Box and



Fiddle would also accept an advert. The Secretary agreed to approach the BATD (Glasgow), Imperial Dance Society, and Robbie Shepherd. It was agreed that the above would include a statement indicating "all subject to availability", and that other items are available.

#### **FINANCIAL STATEMENTS (F95/16)**

The Convener advised the Committee that the Balance Sheet previously circulated was incomplete and tabled a revised copy. The Committee discussed the accounts in some detail and were concerned to see a large figure under Publications and Records, although Mr Turnbull advised them that this was due to an estimated stock figure and did not include the £6,000 donation given to fund the 3 new CDs.

Mr Clement was concerned that expenses for the examiners tour to Australia had been incurred although no examinations had taken place. The General Fund would only fund examinations tours not teaching tours which should be funded from the Jean Milligan Memorial Fund. The current cycle allowed for a tour to Australia and New Zealand every three years; North America every 2 years; and South Africa every 4 years; although it was noted that all the foreign tours should not be held in one year, but that they should be spread evenly. It was suggested that a review of the current situation should be undertaken, and it was agreed to remit this to the Examinations Committee.

It was noted that there appeared to be a large figure for expenses for meetings in March although no meetings were held. Mr Turnbull agreed to investigate.

The funding for the video of the manual had been agreed up to a limit of £10,000 and the Committee further agreed that this should be taken out of the reserves.

Mr Turnbull advised the Committee that the Treasurer had sought advice from the stock brokers regarding the sale of the M&G Charibond stock and they had advised not to sell.

#### **REVIEW OF SUBSCRIPTION RATES (F95/17)**

The Convener advised the Committee that the total figure required from subscriptions for 1996 would be in the region of £110,000. In

order to gain this, Headquarters would need a subscription of £10 per member assuming the branches continue to give 60% to HQ. The Committee noted that it had been 4 years since the last subscription increase and that the effect of the increases did not fully come into the accounts until the second year following the increase. The figure of £10 was that which had originally been proposed in 1991

The Committee also discussed the possibility of having a standard subscription payable to Headquarters with the branches adding on an amount which they would retain. It was noted that this would require a change to the constitution

It was agreed to recommend to the Executive Council

- that the annual subscription rate be increased to £10
- that the Long term subscription remain at 10 times the annual rate ie £100.
- that the subscription for the Affiliated Groups be increased to £20.

It was noted that the Affiliated Groups already received free advertising of their existence in the RSCDS Bulletin. There was considerable discussion as to whether it was possible to give a rebate to Affiliated Groups where, for example, 50% of members were RSCDS members, but it was decided to leave matters as they are for the time being.

#### **REVIEW OF PRICE LIST (F95/18)**

Mr Douglas reported to the Committee that he had studied the Members Price List and no amendments to prices were required. The subject of the supply of Leaflets with Music was discussed and Mr Clement advised the Committee that this matter would need to be considered by the next Publications and Research Committee. It was agreed to leave them on the current Price List but to include a statement "all items subject to availability"

Mr Clement advised the Committee that the selling price of cassettes in the shops was approximately £7-9 and our selling price for recent issues was £8. He suggested that there be a two-tier system (for members and non-members). Mr Douglas reminded the Committee that the branches already receive a



discount of 10% on Strathspey items and 15% on RSCDS items and that a percentage of the selling price was given to MCPRS. The Committee agreed not to impose any change to the current pricing policy.

#### **POCKET EDITION 36-38 (F95/19)**

It was agreed that the selling price of the current Pocket Edition (which would be distributed as the subscription copy this year) would be £2.50.

#### **STRATHSPEY SALES (F95/20)**

Mr Turnbull reminded the Committee that the company Strathspey Sales had been set up to allow the VAT costs to be claimed back. If all the purchases into the company were VAT rated then a saving of 17.5% of the gross profit amounting to £6/700 would be made, however, the costs of running the company were approximately £700 plus the stationery and costs of keeping two separate sets of books.

The Committee agreed that the company would, by the end of June, cease trading and sell all its assets and liabilities to the RSCDS. This would allow the company to be held as a dormant company for the time being".

Stock items bearing the logo or Society name, would continue to be sold through RSCDS. The Strathspey items could be reduced for sale at the Summer School.

#### **COMPUTERS (F95/21)**

The Committee were reminded by the Convener of their previous decision to ensure the office was computerised. The new Secretary was now in place and was keen to see this develop. It was stressed that as the staff increased their use of the computer such items as the bulletin could be produced in house and a disc sent to the printers for copying.

The Committee agreed to set aside up to £10,000 from the reserves to cover the costs.

The Convener suggested, and the Committee agreed that funding be granted for the purchase of a special fire extinguisher, which is not water based, to be purchased for use with electrical equipment.

#### **HARDIE PRESS (95/22)**

A copy of the current agreement with Hardie Press which allowed him exclusive distribution rights, along with a 60% reduction from the agreed retail price and settlement on a 6 monthly basis had been circulated to the Committee.

The Committee agreed that a new agreement be negotiated with Mr Hardie on the following basis: 1/3 off selling price, non-exclusive rights, 3 months settlement date.

It was further agreed that Mr Alex Milligan could sell RSCDS items at the Edinburgh Country Dance Festival to be held on 13 May. The following terms to apply: 10% commission, sale or return, stock to be returned in good condition within one month of the event.

#### **SUMMER SCHOOL (F95/23)**

The Secretary advised the Committee that the minimum number of delegates for each week of the Summer School was 200. The current situation showed that all four weeks covered this minimum, although the first and second weeks in particular had places still available. The third week was fully booked.

The Committee noted that the Shop would only open this year Tuesday to Friday each week, due to the Monday start. Miss Parker advised that the Examiners Seminar, to be held in the middle weekend, may involve some accommodation for 15 extra people that weekend who were not already booked into the School. A donation of £600 received from Mrs Mina Corson would be used to fund this additional accommodation.

The Committee agreed that the hospitality fees of £150 usually given to the Director of Summer School would apply again this year.

#### **CORRESPONDENCE (F95/24)**

**Funding for Trip to Iceland (F95/24/1)**  
Stirlingshire Branch had requested funding for a trip to Iceland to celebrate the 20th Anniversary of an Icelandic folk dance group. The Committee regretfully was unable to assist.



**Funding for Certificate Class (F95/24/2)**  
Stirlingshire Branch had submitted costs for a certificate class being held, including the amount each candidate would be contributing. The amount of the teaching fee was not covered by the candidates contributions. It was noted that the branch would benefit from newly qualified teachers and should therefore make some contribution to the costs of such courses.

The Committee agreed that a sum of up to £100 would be paid following receipt of the final accounts and that the Branch be advised to contact the Arts and Sports Councils for further support.

**Special Executive Meeting - 11 March 1995 (95/24/3)**

Two applications for refund for travelling expenses had been received, following the cancellation of the Special Executive Meeting regarding Charities legislation. Both applications were approved.

**Birmingham 50th Anniversary (95/24/4)**

The Birmingham Branch had submitted details of a celebratory Dinner Dance to be held in 1996 for which they requested support. The Committee regretfully were unable to grant any funding.

**1994 AGM (95/24/5)**

Perth and Perthshire Branch, who had hosted the 1994 AGM, reported that the event had been run at a loss but they were prepared to stand this. The Secretary agreed to contact them to express the Committees thanks for the running of the event.

**ANY OTHER BUSINESS (F95/25)**

**Balmoral Knitwear (F95/25/1)**

The Committee were reminded of the problems experienced by one of the members with regard to the pricing of some items. This had now been resolved, however it was agreed that the agreement with Balmoral be reviewed.

**Telephone Systems (F95/25/2)**

The Convener advised the Committee that the office was experiencing some problems with the current telephone system, which was not with BT. The system had been on a 5 year lease, which had expired but was still being paid. There did not appear to be

amaintenance agreement and the Secretary agreed to investigate the situation.

**Remits from Publications and Research Committee (F95/25/3)**

**(i) Selling Price of CDs**

A total of 500 copies each of three new CDs had been produced from a donation of £6,000, received from a Japanese member. The Committee agreed that the selling price be £10 each or £25 for the purchase of all three.

**(ii) Funding for new master**

It had been established that a new master was required for the video "Take your Partners". Miss Parker advised the Committee that an estimate had been received from the company producing the master of £200. This was agreed by the Committee.

**(iii) Selling Price for Recording of Book 18**

The recording of Book 18 was to be undertaken on 11 June with Muriel Johnstone as producer, and the Committee agreed that the selling price be listed as £8. Mr Ross asked that a full costing of a recording be made available to assess the costs and consequent pricing.

**(iv) Funding for Recording of Books 20 and 39**

The Publications and Research Committee hoped to record book 20 and the new book 39 during the winter of 1995/6, and now sought funding. The Committee agreed.

**Advertising in Bulletin (F95/25/4)**

The Secretary advised the Committee that in the past one company had placed 4 separate 1/2 page advertisements in the Bulletin, specifying that they should appear on separate pages in best position, yet they were only being charged for one two-page advert, which worked out at a large discount. The Committee agreed that since the rates had already been intimated for this year, the company should be advised that in future if they wish 4 separate adverts they should pay 4 separate rates, or take positions equivalent to 1 two-page advert.

**Constitution Sub-Committee (F95/25/5)**

The Chairman advised the Committee that the General Purposes Committee had appointed a sub committee to investigate amendments to



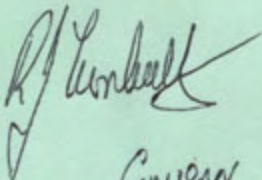
the Constitution and asked that funding be approved to the sub-committee to allow it to appoint a qualified solicitor to assist in their duties. This request was not approved, however, the Committee reminded the Chairman that the legitimate expenses of any sub-committee would be met by the RSCDS.

**Treasurer's Report (F95/25/6)**

The Committee expressed its thanks to the Treasurer for the work involved in producing her report on the consequences of the new Charities Legislation, which is to be discussed by the Executive Council on 12 May.

**DATE OF NEXT MEETING (F95/26)**

It was agreed that the next meeting would take place on Saturday, 19 August, in St Andrews, at 1400 hrs, exact venue to be advised.

  
Convenor.



**MINUTES OF MEETING OF FINANCE COMMITTEE  
HELD ON SATURDAY 19 AUGUST 1995 AT 1400 HRS  
IN THE ARTS LIBRARY, UNIVERSITY OF ST. ANDREWS**

**PRESENT:**

Mr R Turnbull (Convener), Mr G Lawson (Chairman),  
Mr W Clement (Vice-Chairman), Mr S Adam, Mr J  
✓ Douglas, Mr A Gray, Mr A Mair, Miss B Nairn, Mr D  
Ross, Mrs M Jeffcoat, Miss G Parker (Secretary).

**MINUTES OF PREVIOUS MEETING (F95/27)**

The Minutes of the meeting of 29 April, having been approved at the previous Executive Council Meeting were signed by the Convener.

**MATTERS ARISING (F95/28)**

**Scottish Arts Council (F95/28/1)**

Miss Parker advised the Committee that she had written to the Scottish Arts Council with regard to the possibility of the Society applying for a grant towards a further Junior Scholarship for Summer School. The Arts Council had replied indicating that although they considered the Summer School most worthwhile, no funding was currently available.

**Scottish Sports Council (F95/28/2)**

Mr Ross reported to the Committee that he had attended a general meeting of the Scottish Sports Council regarding funding in which it was announced that they currently fund 47 of the 55 governing bodies of sport to the sum of £1.6 million.

The grants per capita ranged from 21p to £94 with the average between £1 and £10.

The Council had a policy whereby a governing body had a three month "window" prior or post their financial year end to apply for grant funding. The funding usually centered around activities for school age participants and therefore a grant towards YSDA or a Junior Scholarship may be considered.

The Committee agreed to refer the matter to the General Purposes Committee, and the Summer School Committee. In view of the required timing the Committee noted that no application could now be made until 1996.

**Fire Extinguisher (F95/28/3)**

The Secretary advised the Committee that following the decision by the Committee to investigate the possibility of obtaining non-water based fire extinguisher for use with the computer equipment she had obtained a quotation for £250.00. After some

discussion of the merit of water and non-water based extinguishers the Committee agreed that the Secretary would contact the fire brigade to ascertain the number of extinguishers required to cover the Headquarters offices.

**International Dance Teachers Associations (IDTA) (F95/28/4)**

Following a remit from the Finance Committee, the Examinations Committee had considered the suggestion that further recognition by the Society should be given to the candidates. The Examinations Committee had decided that sufficient recognition had been given as the Society had been involved in the drafting of the syllabus and obtained an acknowledgment in the syllabus booklet. The International Dance Teachers Association currently give grades of medals to each successful candidate. The Finance Committee further discussed the matter and considered that the RSCDS should get acknowledgment on the certificates. They agreed to remit this to the Public Relations Sub-Committee, as it appears that the candidates may not always be fully aware of the Society.

**Telephone System (F95/28/5)**

The Secretary advised the Committee that the office was continuing to have intermittent faults in the telephone system. The original contract which had been signed in January 1989 had completed the original five year term with no further contract agreed. There had been no maintenance contract and therefore the company was not prepared to maintain the system without a pre-inspection. The Committee agreed that the Convener would further investigate the costs involved in setting up a new rental contract on a new telephone system with a maintenance agreement also included.

**Hardie Press (F95/28/6)**

Mr Turnbull reported that a meeting had taken place between Mr Clement, Miss Parker, Mr Hardie and himself, at which it had been agreed that the original agreement, which had lapsed, had given Hardie Press sole world-wide distribution rights but this was no longer acceptable. A temporary agreement for a period of six months (until December) had been agreed. The Committee also discussed the possibility of revising the basis of costing with a discounted price being offered to



RSCDS members. Mr Clement also suggested that Gordon Duncan from Aberdeen had a wider source to outlets and could be approached to retail the Society recordings. It was agreed to review the matter in January.

#### **FINANCIAL STATEMENTS (F95/29)**

The Committee discussed the accounts in some detail and it was noted that Mr Senior had not yet forwarded the usual cheque in payment of commission for sales, a figure of £8,000 had been written off black record stocks, the postage recovered appeared less in June 1995 compared with 1994 due to a substantial order in 1994 which had been sent to Japan.

The Committee also noted that once more the interest from investments for the Jean Milligan Memorial Fund had not been fully spent and recommended to the General Purposes Committee that they consider this further.

The Committee also noted that the sales of the Video of the Manual could not be expected to cover the costs and that as the video would promote the Society, the Committee agreed to ask for a grant towards the costs of the manual video from the Fund as the purpose of the Video was the same as that of the Jean Milligan Memorial Fund ("to further and promote Scottish Country Dancing")

Given the deficit achieved during the current year, and the budgeted deficit the committee agreed that Mrs Jeffcoat would contact the Stock Brokers to request that they review current policy to one of higher income.

The Committee reviewed the budget for 1995/6 and approved the revised figures.

#### **SUMMER SCHOOL (F95/30)**

The Committee noted that the policy of a discount to students who paid their full fees prior to 30 April had proved successful, although they also noted that there were considerable strains on the finances when the number of people receiving free board and accommodation remained static and the numbers of students attending decreased.

Mr Turnbull reported that the cabling for the new system had just been completed and had been run through the basement in order to ensure the minimum damage to the decoration of the offices. A set of consultants had been appointed to assist the Secretary, and they would be paid £10,000 to provide the

software, hardware, cabling, installation and training for a period of three months.

The Consultants had recommended that ~~no-one~~ other than the office staff should have access to the system, and they expressed concern that others may inadvertently feed a virus into the system through disks sent into the office. It was agreed that the Society now had a professional system and would need to maintain a professional support system.

The Convener also expressed thanks to Mr and Mrs Clement for their donation towards the system.

#### **STOCK LEVELS (F95/32)**

It was noted that the levels of stock maintained were still high, despite a relatively successful sale of books and black records.

#### **EXPENSES (F95/33)**

The Convener had been advised that some of the expense claims received following the Executive Council meeting had appeared considerably higher than expected. The present basis was to approve claims for petrol only or second class rail travel within the UK. In some cases the cost of flying was cheaper than any other form of travel, and in these instances would be allowed.

A draft revised expenses claim form had been circulated and the Committee agreed that subject to the following the form should be used in future:

"Where the cost of travel by air is comparable with the train, and can be justified the cost of an apex return flight may be claimed"

"Travel expenses may only be claimed from the port of entry into the UK"

"If a second night of accommodation is required, reference should be made to the Treasurer before completing the form"

#### **INSURANCE (F95/35)**

The Secretary had received conflicting advice from the current insurance brokers Edinburgh Risk Management and a new company through the Central Council for Physical Recreation (CCPR) regarding the requirement for Public Liability insurance. The Treasurer agreed to look into the matter.

#### **PUBLICATIONS COMMITTEE REMIT (F95/35)**

recommended to this Committee that the five CDs should now be made. The Publications Committee had into extended play cassettes, following an indication from Mr Hardie that



the current cassettes were difficult to market. Rather than incur the costs of additional cassettes at this the Committee decided to recommend to the Publications Committee that they investigate revamping the inlay cards of the current cassettes in order to help sell them before outlaying on further stocks of new cassettes. The Committee also recommended that a more saleable item such as a listening tape might be considered.

#### **PUBLIC ADDRESS SYSTEM (F95/36)**

Following the Executive Council Meeting the Secretary had investigated the cost of a new PA System. Two quotations were available both on a purchase and a rental basis. However Mr Knight had recently advised that the current system was sufficient for the Society's needs and all that would be required to improve the system was:

- a stand for the amplifier
- a new microphone (a cable microphone)
- an audio mixer

The Secretary agreed to look into the matter and to bring estimated costs to the next meeting.

#### **ANY OTHER BUSINESS (F95/37)**

##### **North West Craven Branch (F95/37/1)**

A request for funding towards an examination course by North West Craven Branch, enclosing an estimated income and expenditure account showed a deficit of £240. The Committee agreed to a grant.

##### **Doncaster Branch**

A request had been received for funding from the Doncaster Branch, although no income and expenditure account was available. The Secretary agreed to contact the branch to request that they provide details of the candidates contributions, and the proposed branch contribution. She also agreed to draft a proforma for future applications.

##### **Traditional Dancing in Scotland (F95/37/2)**

The Examinations Committee had asked that the above publication on the recommended reading list in the Manual should be stocked. Miss Parker had approached the publishers and they were willing to offer a 30% discount on the usual retail price. The Committee

agreed that a small order of 10 books should be purchased.

##### **Dustmats (F95/37/3)**

The Secretary advised the Committee that the offices currently rented five dustmats (in order to preserve the carpets). It was agreed that the Convener and the Secretary would further investigate the current contract and whether any dustmats were still required.

##### **Teachers Associations (F95/37/4)**

Following correspondence with the Australian Teachers Association as to the subscription payable, Miss Parker had ascertained that The subscription level of £25 had last been agreed at the AGM in 1980. It had not been increased since then. It was agreed that the Secretary would investigate the level of ordinary annual subscription in operation in 1980 to ascertain the appropriate level to be recommended to the AGM.

##### **Donation to RSCDS (F95/37/5)**

The Committee expressed their gratitude to Mrs Kimiko Yasumuro for her generous donation of 100,000 ¥ (approx. £600). She had expressed a desire that the money should be used towards something that might have a plaque indicating the donor, but had not specified any particular project. Mr Lawson suggested that the money could be used to part fund another piano. The Committee deferred the decision.

##### **Future Meetings (F95/37/6)**

It was agreed to recommend to the Executive Council that the dates of Finance Committee meetings for 1996 should be as follows:  
January 27, April 27, August 17, October 19

##### **DATE OF NEXT MEETING (F95/38)**

It was agreed that the next meeting would take place on Saturday 21 October 1995, at 1000 hrs.

*R. J. Turnbull*  
21-10-95





# THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

Headquarters: 12 Coates Crescent · Edinburgh EH3 7AF · Scotland ·  
Tel: 0131-225 3854 Fax: 0131-225 7783

## MEMORANDUM: MEMBERS OF FINANCE COMMITTEE

|                            |                 |
|----------------------------|-----------------|
| Mr R Turnbull (Convener)   | Mr G Lawson     |
| Mr W Clement               | Miss A W Miller |
| Mr S Adam                  | Mr J Douglas    |
| Mr A Gray                  | Mr A Mair       |
| Miss B Nairn               | Mr D Ross       |
| Mrs M Jeffcoat (Treasurer) |                 |

### FINANCE COMMITTEE MEETING: 1400 hrs, 19 AUGUST 1995

I have enclosed the usual papers for the next meeting of the Finance Committee, including the Agenda and supporting papers. Due to the fact that the meeting is to take place in St. Andrews, at the University Halls (see attached map) any additional meals will require to be booked in advance. If you wish to have lunch at the University before the meeting, *and are not already booked* please complete the tear-off slip below, and return it to Headquarters by **10 August**.

I look forward to seeing you in St Andrews.

Gill Parker  
General Secretary

2 August 1995

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### FINANCE COMMITTEE LUNCH

Please book me an additional lunch in the University Hall Dining Room on Saturday 19 August. I understand that the cost of the lunch is £6.15, and therefore I will claim the usual £3 lunch expenses and will pay £3.15 towards the lunch.

Signed: .....

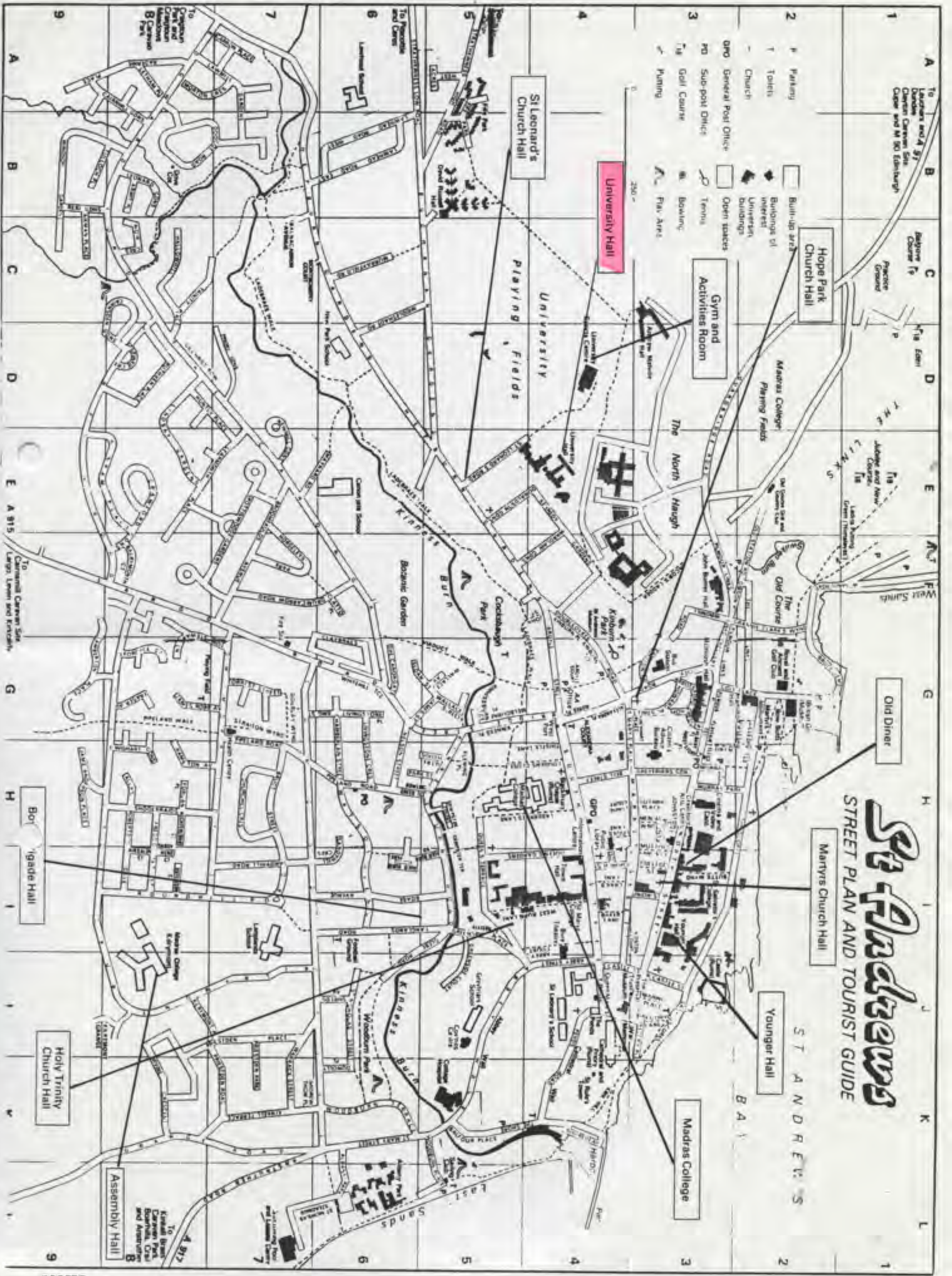
Date:



# St Andrews

## ST ANDREWS

### STREET PLAN AND TOURIST GUIDE





# ROYAL SCOTTISH COUNTRY DANCE SOCIETY

## FINANCE COMMITTEE

to be held in the Party Room, Old Hall, University of St Andrews  
on Saturday 19 August 1995 at 1400hrs

### AGENDA

1. **Minutes of Meeting of 29 April 1995** *(already circulated)*
2. **Chairman's Items**
3. **Matters arising not listed elsewhere**
  - (i) **Funding from Arts Council**
  - (ii) **Funding from Sports Council** *(D Ross to report)*
  - (iii) **Fire Extinguisher Quotation**
  - (iv) **IDTA Examination**
  - (v) **Telephone System**
  - (vi) **Hardie Press**
4. **Financial Statements** *(to be circulated)*
5. **Summer School 1995** *(Paper attached)*
6. **Computer System**
7. **Stock Levels** *(Paper attached)*
8. **Expense Claims** *(Paper attached)*
9. **Insurance**
10. **Remit from Publications Committee** *(Paper attached)*
11. **Public Address System**
12. **Any other Business**
13. **Date of next meeting. (21 October 1995)**

**COMPARISON OF SUMMER SCHOOL INCOME**  
**(does not include bank transfers)**

|  | <i>1994</i>    | <b>1995</b> |
|--|----------------|-------------|
| <b>Amount Received by (£)</b>              |                |             |
| Deposit deadline (30 April)                | <i>76,770</i>  | 128,099     |
| Full fees deadline (31 May)                | <i>54,096</i>  | 164,907     |
| Financial year end (30 June)               | <i>177,241</i> | 181,037     |
|  |                |             |
| <b>Amounts Received by Credit Card (£)</b> | <i>27,289</i>  | 32,915      |
|  |                |             |
| <b>No. of Delegates attending</b>          | <i>953</i>     | 862         |
| Residential Delegates                      | <i>751</i>     | 691         |
| Non-Residential Delegates                  | <i>202</i>     | 171         |



# THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

## EXECUTIVE COUNCIL EXPENSES

### CLAIM FORM

Please complete the form in full and hand to staff at the registraton desk before the meeting commences. Cheques will be sent out as soon as possible thereafter.

Please note the following:

- (1) **Travel Expenses** may be claimed under *one* of the following categories:
  - (i) Rail - Second class rail fare return
  - (ii) Car - Cost of petrol only
  - (iii) Air - Where it is necessary to travel by air, the cost of an apex return flight
- (2) **Subsistence** will *not* be reimbursed but an overnight allowance of £15.00 may be claimed where appropriate.
- (3) **A Deduction of £20.00** will be made from any claim and branches are recommended to make good the shortfall to their representatives

Expense allowances are intended to assist with the additional costs incurred by members absent from home on the business of the Society

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**Travel Expenses:** Travel from: .....  
(allowance may be claimed under *one* means of transport only, please complete by indicating the means of transport and the amount of the claim)

\_\_\_\_\_ £ \_\_\_\_\_.

**Overnight Allowance (£15.00)** ..... £ \_\_\_\_\_.

**Less £20.00 deduction** ..... (£20.00)

**TOTAL CLAIM:**..... £ \_\_\_\_\_.

(block letters please)

**NAME:** .....

**REPRESENTING:** .....

**SIGNATURE:** .....

**DATE:** .....

19/8/95  
meeting

## INSURANCE

### EDINBURGH RISK MANAGEMENT insurance & investment brokers

The enclosed summary of cover has been received from our current insurance brokers giving a breakdown of the current insurance cover of the Society and the branches under Policy No. 8887V70751. The Commercial all Risks Policy covers: fire, explosion, aircraft, riot and malicious damage, earthquake, storm and flood, burst pipes, impact and theft.

**There are also extensions to the Public Liability cover for:**

Summer School at St. Andrews

Childrens Classes

Adult Classes

and includes cover for stock of £4000 while at Summer School

I have been advised that the sums are now index-linked, but have not been amended for several years. The current cost to the Society (which also pays for the Branches) amounts to £3227.93

The Affiliated Groups Policy No. 9247V70138 provides employers liability limit of £10,000,000 and public liability of £1,000,000. The Affiliated Groups currently pay £20 for employers liability plus £34 for public liability and the Society adds £6 for administration. Total is £60.

We have received an alternative quotation for **public liability cover only** from a company through the Central Council of Physical Recreation and the Scottish Sports Association (see enclosed) and have been advised by our current brokers that we require employers liability for injuries sustained whilst carrying out duties on behalf of the Society.



ROYAL SCOTTISH COUNTRY DANCE SOCIETY

POLICY NO. 8887V70751

Summary of Cover

Commercial All Risks Insurance

Buildings situate -

12 Coates Crescent  
Edinburgh  
EH3 7AF

Business Description

Dance Society

|                                    |          |
|------------------------------------|----------|
| Buildings Sum Insured              | £578,517 |
| Contents Sum Insured               | £20,600  |
| Stock Sum Insured                  | £73,090  |
| Rank Xerox Photocopier             | £9,329   |
| Chairman's Badge of Office Chain   | £727     |
| Gross Profit (retailers)           | £25,000  |
| Increased cost of working (office) | £15,000  |

Money

|   |        |
|---|--------|
| Money in premises during business hours       | £1,000 |
| Any other loss of money                       | £1,000 |
| Extension of money cover whilst at St Andrews | £1,000 |

Employers Liability

|                 |             |
|-----------------|-------------|
| Indemnity Limit | £10,000,000 |
|-----------------|-------------|

Public Liability

|                 |            |
|-----------------|------------|
| Indemnity Limit | £1,000,000 |
|-----------------|------------|

This policy applies to the Royal Scottish Country Dance Society.

The policy is extended to provide cover for the branches with regard to Employers Liability and Public Liability.

ROYAL SCOTTISH COUNTRY DANCE AFFILIATED GROUPS

Policy No. 9247V70138

This policy has been prepared and arranged on behalf of the above mentioned to provide cover for employers liability with an indemnity limit of £10,000,000 and a public liability indemnity limit of £1,000,000.

**SCOTTISH SPORTS ASSOCIATION**

**LIABILITY INSURANCE FOR SPORTS CLUBS**

it is of vital importance that all Organisations protect themselves against the disastrous consequences of liability for injury or damage arising out of their actions and this includes the actions of all Executive Officials, Members and Voluntary Helpers. Such Officials and Members at all levels could find themselves held personally responsible for Court costs and Damages awarded where an action has been brought against the Club for negligence and it is essential that adequate Liability insurance is arranged to avoid such consequences.

**PUBLIC LIABILITY**

The cover includes liability to the public at large plus Member to Member, Leased or Rented premises, Trespass, Nuisance, Pollution and the like, and is extended to include liability arising out of advice, libel and slander plus errors or omissions which result in financial loss – all of major importance to Sports Associations, but not insured on the general market. The interest of Principals (Local Authorities, Leisure Centre proprietors Schools etc., ) is also included as are voluntary helpers to satisfy premises leasing requirements.

**PRODUCTS LIABILITY**

This liability is also insured – essential cover following Consumer Protection Legislation which holds suppliers responsible for injury or damage caused by a defect in a product sold or supplied by them whether they have been negligent or not.

**LIMIT OF INDEMNITY**

The Limit of Indemnity under the policy is **£2,000,000**.

**COST**

The cost of this insurance to your Club is £33.32 per annum subject to acceptable claims experience. A Master Policy is retained by the S.S.A. with copy certificates to all participating Clubs. With effect from 1st October 1994 the premium includes 2.5% Insurance Premium Tax.

**PROPOSAL FOR LIABILITY INSURANCES  
UNDERWRITTEN BY SUN ALLIANCE INTERNATIONAL**

NAME AND ADDRESS .....  
OF PROPOSER .....

DESCRIPTION OF ACTIVITIES .....  
AND NAME OF CLUB .....

DATE OF COMMENCEMENT OF INSURANCE .....AND FOR 12 MONTHS THEREAFTER  
LIMIT OF INDEMNITY £2,000,000

**RISK HISTORY**

PLEASE GIVE DETAILS OVERLEAF OF ANY CLAIMS THAT HAVE OCCURRED OVER THE LAST 5 YEARS

**DECLARATION** I/We declare that to the best of of my/our knowledge and belief the above statements are true and complete and will form part of the contract between me/us and the Sun Alliance International.

SIGNATURE ..... DATE .....

PLEASE RETURN COMPLETED PROPOSAL FORM AND PREMIUM TO PERKINS SLADE LTD., ELIZABETH HOUSE, 22 SUFFOLK STREET QUEENSWAY, BIRMINGHAM B1 1LS – TEL: 021 625 8080



## REMIT FROM PUBLICATIONS COMMITTEE

At their meeting of 10 June 1995, the Publications Committee recommended to the Finance Committee that funding be granted for the following:

5 new LP Cassettes to be made from the recordings of the 5 CDs currently available, with inlay cards as per those available with the CDs, ie with photographs.

The following quotation has been received.

### CRAIGHALL SOUND PRODUCTIONS (Bryce Laing)

|   |                 |
|---|-----------------|
| Making Cassette Duplication Master DAT from CD Master DAT         | £30.00          |
| Supplying 500 LP Cassettes with printed labels                    | £495.00*        |
| Supplying 500 inlay cards (4 col with photo) inc type-setting etc | £375.00⊕        |
| MCPS Royalty (max 41p/unit based on £4.90 wholesale price)        | <u>£205.00</u>  |
|   | <u>£1105.00</u> |

Plus carriage and VAT

\* an order of 300 cassettes would be @ £1.09 or 500 @ 99p each

⊕ an order of 500 would be @ 75p each or 750 @ 50p each or 1,000 @ 42p each

Purchase Form

.....Branch

**THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY**  
Branch Order

NOTE: This a Purchase Order Form to be completed in conjunction with the List of Publications, Records, etc. These will be supplied together with a delivery note showing the retail price at which items are to be sold to members. Payment should be made on receipt of the Invoice which will be sent to the Branch Treasurer. Discount for the Branch may be claimed only if payment is made before the date shown.

| PUBLICATION             | Qty  | PUBLICATION                    | Qty   | PUBLICATION                           | Qty   |
|-------------------------|------|--------------------------------|-------|---------------------------------------|-------|
| <b>BOOKS WITH MUSIC</b> |      | <b>BOOKS WITHOUT MUSIC</b>     |       | <b>LEAFLETS</b>                       |       |
| 1.....                  | 424  | The Manual of SCD              | 736   | Earl of Mansfield                     | ..... |
| 2.....                  | 329  | Miss Milligan's Misc. Vol.1    | 74    | Frae 'A' the Airts                    | ..... |
| 3.....                  | 416  | Miss Milligan's Misc. Vol.11   | 492   | From Scotia's Shore                   | ..... |
| 4.....                  | 526  | An Introduction to SCD         | 655   | Jubilee Dances                        | ..... |
| 5.....                  | 590  | 30 Popular SCD                 | 992   | Miss Allie Anderson                   | ..... |
| 6.....                  | 465  | Index to Formations            | 76    | Miss Catherine Allan                  | ..... |
| 7.....                  | 210  | Syllabus for Beginners         | 1587  | Miss Gibson's Strathspey              | ..... |
| 8.....                  | 1399 | RSCDS Consitution              | 59    | My Spouse Nancy                       | ..... |
| 9.....                  | 264  | Story of SCD                   | ..... | McCulloch Strathspey                  | ..... |
| 10.....                 | 779  | Scotland Through Her           | ..... | McNab Set 1                           | ..... |
| 11.....                 | 869  | Country Dances*                | 19    | Queen Victoria's Visit                | ..... |
| 12.....                 | 1013 | Rantin' Pipe & Tremblin        | ..... | Quadrilles                            | ..... |
| 13.....                 | 292  | String*                        | 5     | Reel of the Royal Scots               | ..... |
| 14.....                 | 318  | Dance With Your Soul*          | 370   | Saltire Reel                          | ..... |
| 15.....                 | 335  | (Biography of Jean C Milligan) | ..... | Sauchie Haugh                         | ..... |
| 16.....                 | 751  | An Album for Mrs Stewart       | 1221  | Silver Tassie                         | ..... |
| 17.....                 | 481  | So you're Going to Wear        | ..... | Three Recently Devised                | ..... |
| 18.....                 | 1517 | the Kilt*                      | 205   | Dances 1976                           | ..... |
| 19.....                 | 852  | Index to SCD (A5)              | 397   | Tir nan Og                            | ..... |
| 20.....                 | 2440 | Hop Scotch                     | 390   | Tribute to the Borders                | ..... |
| 21.....                 | 338  | Dancing & Social Ass.          | ..... | Trip to Glasgow and Frost             | ..... |
| 22.....                 | 4523 | (York)*                        | 0     | and Snow                              | ..... |
| 23.....                 | 3701 | <b>POCKET EDITIONS</b>         | ..... | <b>LADIES SOLO STEP DANCES</b>        | ..... |
| 24.....                 | 1095 | 1-3.....                       | 129   | Two Traditional Scottish Solo         | ..... |
| 25.....                 | 374  | 4-6.....                       | 367   | Dances for Ladies (Lady               | ..... |
| 26.....                 | 1022 | 7-9.....                       | 806   | Louisa Macdonald of Sleat             | ..... |
| 27.....                 | 1473 | 10-12.....                     | 1138  | and The Deeside Lilt)                 | ..... |
| 28.....                 | 2214 | 13-15.....                     | 277   | Flora Macdonald's Fancy               | ..... |
| 29.....                 | 1745 | 16-18.....                     | 3652  | <b>MUSIC</b>                          | ..... |
| 30.....                 | 1051 | 19-21.....                     | 1558  | Alternative Tunes (Bks8-14)           | 169   |
| 31.....                 | 408  | 22 and Graded                  | 2771  | A Score and More*                     | 14    |
| 32.....                 | 610  | 23.24 and 5 Trad.              | 1215  | Two Score More*                       | 19    |
| 33.....                 | 621  | 25-27.....                     | 1652  | Allanton Collection*                  | 14    |
| 34.....                 | 578  | 28. 4 for 1978, 29             | 641   | Whiteadder Collection*                | 4     |
| 35.....                 | 1109 | 30.31. 5 Dances 1982 and       | ..... | <b>COMPACT DISCS</b>                  | ..... |
| 36.....                 | 331  | Children's Book                | 1150  | RSCDS/CD1 A Scottish Celebration      | 237   |
| 37.....                 | 581  | 32 and Leaflets                | 338   | RSCDS/CD2 The World of Scottish Dance | 246   |
| 38.....                 | 1941 | 33-35.....                     | 3930  | KICC 5145 Pipe Music                  | 0     |
| Graded Book             | 370  | 36-38.....                     | 398   | RSCDS/CD3                             | 291   |
| SCD for Children        | 410  | Index to SCD                   | 439   | RSCDS/CD4                             | 287   |
| 5 Trad SCD 1965         | 930  | <b>EXAMINATIONS</b>            | ..... | RSCDS/CD5                             | 335   |
| Four SCD 1978           | 1575 | Preliminary Test (Set)         | ..... | North/Tweed                           | 18    |
| Five SCD 1982           | 1489 | Teacher's Certificate          | ..... |                                       |       |
| Border Book*            | 33   | Exam Syllabuses                | 574   |                                       |       |
| MacNab Dances Vol 1     | 693  | Notes for Tutors of Exam       | 890   |                                       |       |
| MacNab Dances Vol 11    | 491  | Classes                        | ..... |                                       |       |

\*not discountable

P.T.O.



| ITEM  | Qty |
|---|-----|
| <b>RECORDS</b>                                  |     |
| RSCDS 1 LP-Book 27                              | 49  |
| RSCDS 2 LP-Book 28                              | 105 |
| RSCDS 3 LP-4 SCD/1978 etc                       | 221 |
| RSCDS 4 LP-Book 29                              | 218 |
| RSCDS 5 LP-Book 1                               | 137 |
| RSCDS 6 LP-Book 30                              | 207 |
| RSCDS 7 LP-Leaflets                             | 152 |
| RSCDS 9 LP-Book 7                               | 174 |
| RSCDS 10 LP-Book 8                              | 179 |
| RSCDS 11 LP-Book 2                              | 125 |
| RSCDS 12 LP-Book 31                             | 154 |
| RSCDS 13 LP-5 SCD/1982 etc                      | 157 |
| RSCDS 16 LP-Book 3                              | 187 |
| RSCDS 17 LP-12 Dances from<br>Graded Book       | 140 |
| RSCDS 18 LP-Book 32                             | 135 |
| RSCDS 19 LP-Book 4                              | 652 |
| RSCDS 20 LP-Book 33                             | 137 |
| RSCDS 21 LP-Book 5                              | 674 |
| RSCDS 22 LP-Book 6                              | 794 |
| RSCDS 23 LP-Book 34                             | 177 |
| RSCDS 25 LP-Leaflets                            | 414 |
| RSCDS 26 LP-Book 9                              | 173 |
| RSCDS 27 LP-Book 10                             | 162 |
| RSCDS 28 LP-Book 35                             | 124 |
| RSCDS 29 LP-Book 11                             | 139 |
| RSCDS 30 LP-Book 12                             | 5   |
| RSCDS 31 LP-Book 13                             | 120 |
| RSCDS 34 LP-Books 13 & 14                       | 299 |
| RSCDS 35 LP-Book 14                             | 298 |
| RSCDS 36 LP-Book 36                             | 110 |
| RSCDS 42 LP-Books 14 & 15                       | 280 |
| RSCDS 45 LP-Book 37                             | 23  |
| RSCDS 46 LP-Book 16                             | 132 |
| RSCDS 48 LP-Book 38                             | 314 |
| RSCDS 49 LP-Book 17                             | 487 |
| TAC 003 LP-Ready.....And!                       | 51  |
| NRSCDS 105 LP-Come Scottish Country<br>Dancing* | 36  |
| RGSCD 101 LP-Dances Old-Dances<br>New*          | 1   |
| <b>VIDEOS</b>                                   |     |
| Take Your Partners (VHS)(PAL)*                  | 4   |
| Take Your Partners (VHS)(NTSC)*                 | 7   |
| Book 32 (VHS)(PAL)*                             | 6   |
| Book 32 (VHS)(NTSC)*                            | 6   |
| Book 33 (VHS)(PAL)*                             | 3   |
| Book 33 (VHS)(NTSC)*                            | 2   |
| Book 34 (VHS)(PAL)*                             | 2   |
| Book 34 (VHS)(NTSC)*                            | 3   |
| Book 35 (VHS)(PAL)*                             | 3   |
| Book 35 (VHS)(NTSC)*                            | 6   |

| ITEM                                      | Qty |
|---|-----|
| <b>(videos cont.)</b>                     |     |
| Book 36 (VHS)(PAL)*                       | 3   |
| Book 36 (VHS)(NTSC)*                      | 2   |
| Book 37 (VHS)(PAL)*                       | 7   |
| Book 37 (VHS)(NTSC)*                      | 6   |
| Book 38 (VHS)(PAL)*                       | 9   |
| Book 38 (VHS)(NTSC)*                      | 7   |
| First Lady of the Dance<br>(VHS)(PAL)*    | 0   |
| First lady of the Dance<br>(VHS)(NTSC)*   | 2   |
| <b>CASSETTES</b>                          |     |
| C/RSCDS 1 (as for LP)                     | 234 |
| C/RSCDS 2 ( " )                           | 32  |
| C/RSCDS 3 ( " )                           | 263 |
| C/RSCDS 4 ( " )                           | 40  |
| C/RSCDS 5 ( " )                           | 45  |
| C/RSCDS 6 ( " )                           | 35  |
| C/RSCDS 7 (Leaflets)                      | 204 |
| C/RSCDS 8 ( Children's Bk)                | 45  |
| C/RSCDS 9 (as for LP)                     | 243 |
| C/RSCDS 10 ( " )                          | 246 |
| C/RSCDS 11 ( " )                          | 223 |
| C/RSCDS 12 ( " )                          | 212 |
| C/RSCDS 13 ( " )                          | 201 |
| C/RSCDS 16 ( " )                          | 231 |
| C/RSCDS 17 ( " )                          | 324 |
| C/RSCDS 18 ( " )                          | 217 |
| C/RSCDS 19 ( " )                          | 225 |
| C/RSCDS 20 ( " )                          | 193 |
| C/RSCDS 21 ( " )                          | 222 |
| C/RSCDS 22 ( " )                          | 242 |
| C/RSCDS 23 ( " )                          | 190 |
| C/RSCDS 24 (Music for Teaching)           | 197 |
| C/RSCDS 25 (as for LP)                    | 236 |
| C/RSCDS 26 ( " )                          | 229 |
| C/RSCDS 27 ( " )                          | 248 |
| C/RSCDS 28 ( " )                          | 165 |
| C/RSCDS 29 ( " )                          | 245 |
| C/RSCDS 30 ( " )                          | 202 |
| C/RSCDS 31 ( " )                          | 235 |
| C/RSCDS 32 (Songs & Music<br>of Scotland) | 168 |
| C/RSCDS 33 (Step Dances of<br>Scotland)   | 150 |
| C/RSCDS 34 (as for LP)                    | 187 |
| C/RSCDS 35 ( " )                          | 229 |
| C/RSCDS 36 ( " )                          | 200 |
| C/RSCDS 37 (15 from 30 Popular)           | 411 |
| C/RSCDS 38 (Prelim. Test Dances)          | 112 |
| C/RSCDS 39 (Teacher's Cert. Dances)       | 186 |
| C/RSCDS 41 (15 from 30 Popular)           | 200 |
| C/RSCDS 42 (as for LP)                    | 191 |

| ITEM                                  | Qty |
|---------------------------------------|-----|
| <b>(Cassettes cont.)</b>              |     |
| C/RSCDS 43 (Books 14 & 15)            | 269 |
| C/RSCDS 44 (Miss Milligan's<br>Talks) | 202 |
| C/RSCDS 45 (as for LP)                | 358 |
| C/RSCDS 47 (Book 17)                  | 176 |
| C/RSCDS 48 (as for LP)                | 248 |
| C/RSCDS 50 (Book 17)                  | 201 |
| C/JLMC 101 (Manchester<br>Medley)     | 6   |
| C/JLMC 102 (N Barron)                 | 6   |
| DF/1 (Muriel Johnstone)               | 18  |
| DF/2 (Muriel Johnstone)               | 24  |
| DF/3 (Muriel Johnstone)               | 16  |
| MMM/1(Muriel Johnstone)               | 8   |
| MMM/2(Muriel Johnstone)               | 16  |
| MMM/3(Muriel Johnstone)               | 6   |
| MMM/4 (Muriel Johnstone)              | 4   |
| SRCM 004(Bill Clement)                | 1   |
| SRCM 153(Bill Clement)                | 3   |
| LICS 5097(Let's Dance)                | 34  |
| Real Dram                             | 15  |
| North/Tweed                           | 17  |
| YSDA (1)                              | 70  |
| YSDA (2)                              | 100 |
| YSDA (3)                              | 227 |



Purchase Form  
(Accessories)

.....Branch

**STRATHSPEY SALES**

(All profits covenanted to The Royal Scottish Country Dance Society)

**Branch Order**

NOTE: This a Purchase Order Form to be completed in conjunction with the List of Accessories. These will be supplied together with a delivery note showing the retail price at which items are to be sold to members. Payment should be made on receipt of invoice, which will be sent to the Branch Treasurer. Discount for the Branch may be claimed only if payment is made before the date shown.

| ITEM  | Qty    | ITEM                               | Qty     |
|---|--------|------------------------------------|---------|
| Address Book                                      | ...38  | Purses with Motif - Red or Blue    | ...156  |
| Aprons  | ...85  | Purses (Tartan)                    | .....1  |
| Badges (Children)                                 | ..598  | Saltire Badges                     | ..433   |
| Binders   | ...50  | Sashes - Silk (not discountable)   | .....1  |
| Book Marks  |        | Scarf Rings                        | .....4  |
| Black   | .....0 | Serviettes - RSCDS Dancers         |         |
| Red   | .....0 | Motif (Packs of 25)                | ...937  |
| Blue  | .....9 | Sew on Patches                     | ...326  |
| Brooches  | ...48  | Shoe Bags (Plastic)                | ...110  |
| Brooches (Silver) Large                           | ...10  | Shoe Bags (Calico)                 | .....91 |
| Brooches (Silver) Small                           | ...14  | Slip Stop                          |         |
| Card Cribs  | ...33  | Small                              | .....24 |
| Card Crib Holders                                 | ...15  | Medium                             | .....22 |
| Car Sticker                                       |        | Large                              | .....25 |
| Society Motif                                     | ..138  | Stick Pens                         | ...133  |
| Saltire   | ..551  | Stick Pin Enamel                   | ...162  |
| Coasters RSCDS Motif                              | .....7 | Tartan Material (Dress Strathspey) | .....0  |
| Coin Tubes (for £1 coins)                         | .....1 | Tea Towels - Cotton RSCDS Design   | .....0  |
| Erasers   | ..544  | Ties - Repeat Motif Navy (Crown)   | ...49   |
| Hose Flashes                                      | ...20  | Repeat Motif Navy (Dancers)        | ...22   |
| Key Rings RSCDS Motif                             | ...90  | Single Motif Brown                 | .....5  |
| Kilts Pins (Silver)                               | .....5 | Black                              | .....7  |
| Notelets  |        | Green                              | .....17 |
| RSCDS Dancers Motif                               | ..529  | Maroon                             | .....41 |
| Scottish Flowers                                  | .....0 | Navy                               | .....29 |
| Pencils with Erasers                              | ...55  | Tote Bags                          | ...111  |
| Plate (Commemorating the Birth<br>of Dr Milligan) | ...42  | Trays (Castles)                    | .....0  |
| Diaries   | 136    | Umbrella (Ladies)                  | .....9  |
| Letter Openers                                    | 20     | Umbrella (Gents)                   | .....6  |
| YSDA Badges                                       | 893    | Tea Towels (Clans)                 | 11      |
|   |        | "    " (Mary Queen/Scots)          | 15      |

Please complete and return ONE copy of this form to  
Headquarters, 12 Coates Crescent, Edinburgh, EH3 7AF.  
and retain one copy

Order should be despatched to:

Name.....

Address.....

.....

.....

Order authorised by:

Secretary/Treasurer.....

OVERSEAS BRANCHES

Air/Surface Mail



**MINUTES OF MEETING OF FINANCE COMMITTEE  
HELD ON SATURDAY 21 OCTOBER 1995 AT 1000 HRS  
AT 12 COATES CRESCENT, EDINBURGH.**

**PRESENT:**

Mr R Turnbull (Convener), Mr W Clement (Vice Chairman), Miss A W Miller (Past Chairman), Mr S Adam, Mr J Douglas, Mr A Gray, Mr A Mair, Miss B Nairn, Mr D Ross, Mrs M Jeffcoat (Treasurer), Miss G Parker (Secretary)

**APOLOGIES:**

Apologies had been received from Mr G Lawson (Chairman)

**CHAIRMAN'S REMARKS F95/39**

Mr Turnbull advised the Committee that this was to be Miss Miller's last meeting of the Finance Committee, to which she had been appointed some 20 years before. The Committee appreciated her contributions very much, and she would be greatly missed. She thanked the Committee and wished them all the best.

**MINUTES OF LAST MEETING FP95/40**

The Minutes of the meeting of 19 August were approved by the Committee with the addition that Miss Miller had been present.

**MATTERS ARISING FP5/41**

**Sports Council Funding F95/41/1**  
Mr Turnbull advised the Committee that the matter of seeking funding from the Scottish Sports Council had been discussed by the General Purposes Committee and it had been decided to remit to the Public Relations and YSDA sub-committees to investigate suitable projects for submission.

Any project deemed appropriate would have to be submitted within the 3 month time frame of the Society's year end (i.e. between April and September).

**Hardie Press F95/41/2**

The Committee noted that the contract with Hardie Press which was currently under a trial period, and which would be reconsidered in January, had yielded a substantially higher than usual commission payment in July. It was hoped this would continue.

**Investments F95/41/3**

At their previous meeting the committee had agreed that the investment brokers

should be approached with a view to achieving higher yields from some of the stocks held. Following advice two funds had been sold - Anglo Overseas, and Dunedin Worldwide, and replaced with Treasury Loan (2002/06). This had improved the projected income figures.

**Fire Extinguishers F95/41/4**

Miss Parker advised that following the previous decision of the Committee the Fire Brigade had inspected the offices. While they deemed the current supply of extinguishers was adequate, they indicated that a further CO<sub>2</sub> extinguisher would benefit the rear office.

The Committee agreed that a new extinguisher should be purchased, and Mr Mair agreed to advise the Secretary of the name of an alternative supplier.

**Telephone System F95/41/5**

The current telephone system had been installed approximately 7 years ago and had not been covered under a maintenance agreement. Each telephone was individually programmed and therefore could not be interchanged. Only 2 telephones were currently working. 4 quotations had been obtained including BT Cable and 2 individual firms. It was agreed that the BT Norstar Meridian system should be acquired.

**Insurance F95/41/5**

Mrs Jeffcoat advised the Committee that the Society currently arranged for insurance cover for the affiliated groups to cover both employers and public liability and a small charge for administration costs. This amounted to £60/ annum.

An alternative quotation had been received which did not include employers liability. The current insurance brokers advised that the Groups should continue to take out this cover. Mrs Jeffcoat advised that in many circumstances teachers, bands etc. could be deemed to be employees, and therefore this cover was recommended.



It was agreed that a letter would be sent to all the affected Affiliated Groups indicating that following advice the Society was of the opinion that Groups should continue to have adequate employers liability cover and that this was already catered for under the current policy.

**Dustmats** F95/41/6

The Secretary had investigated the current contract with regard to the dustmats which were replaced on a monthly basis. The contract unfortunately had a penalty clause under which it would be too costly to stop the contract before December 1996.

**Teachers Associations** F95/41/7

The Fees for Teachers Associations had last been set in 1980, at which time it was £25 and the annual subscription had been £2. It was agreed to recommend to the Executive Council that the Teachers Association Fee become a multiple of the subscription rate, although it was agreed to defer the decision as to the amount of the multiple until the next meeting.

**PA System** F95/41/8

The current public address system which the Society owned, was not deemed to be suitable at the last Executive Council meeting. Mr Knight had advised Miss Parker that the system was adequate provided the amplifier could be raised, and an audio mixer and additional microphone were purchased. He had provided one quotation for this.

The Committee agreed that a further quotation should be provided and that as a trial, the amplifier would be raised at the next meeting of the Council

**Computer System** F95/41/8

Mr Gray reported that the computer system had now been installed despite some initial delays in delivery, and now included 4 terminals, including one laptop computer, and 3 printers. An initial period of training was almost complete and an additional post contract period of 5 days training had been agreed. The system had not yet been fully tested and a further review meeting would be called once this had been achieved.

**Video Of Manual** F95/41/9

The Convener advised the Committee that the General Purposes Committee had agreed to fund the production of the Video of the Manual from the Jean Milligan Memorial Fund, to the sum of £10,000.

**FINANCIAL STATEMENTS** F95/42

The Committee noted that the policy of offering early payment discount for students at Summer School had produced additional income through interest, but that sales at Summer School and elsewhere of the accessory items were less than expected.

**STAFF MATTERS** FP5/43

Paper apart

**SUMMER SCHOOL FEES** F95/44

St Andrews University had provided a quotation for the proposed fees for the halls and accommodation for 1996, which showed an average increase on costs of approximately 3%. It was agreed to continue the early payment discount and that the following fees would be charged for attendance:

Resident (per week) £225 or £240.  
Non Resident (per week) £63 or £70

**ACCESSORIES** F95/45

The Committee were concerned to note that the sales of accessory items were not as expected and considered many new items. It was agreed however that the Society could no longer stock diaries due to the numbers left unsold each year.

Mr Adam agreed to investigate the possibility of the Society producing a Calendar of views appropriate to dances. Several new designs had been specially commissioned for silver brooches and it was agreed to obtain a quotation for one large and one medium sized brooch. It was also agreed to investigate the possibility of stocking low cost art pewter kilt pins, and cufflinks; "own label" whisky etc.; and a Strathspey tartan shoebag. It was also agreed to purchase at a 20% discount a surplus of RSCDS tea towels which had inadvertently been printed in the wrong colour.

It was also noted that the junior badges were now available for purchase.



## **BULLETIN ADVERTISING F95/46**

It was noted that although the advertising rates were last increased two years ago, they still did not reflect a commercial rate for businesses advertising their services to 25,000 members world-wide. It was however agreed that the branches should qualify for a discount for advertisements for their own goods and services, as should bands. It was therefore agreed that the advertising rates (excluding VAT) would be as follows

### Branch rates

|                 |      |
|-----------------|------|
| 2 page advert   | £250 |
| 1 page advert   | £150 |
| 1/2 page advert | £ 80 |
| 1/5 page advert | £ 60 |

### Commercial advertising rates

|                         |           |
|-------------------------|-----------|
| inside front/back cover | £300/page |
| 2 page                  | £350      |
| 1 page                  | £200      |
| 1/2 page                | £125      |

## **JAMES SENIOR F95/47**

Mr Turnbull advised the Committee that there was currently an agreement (signed in 1991) between Mr Senior and the Society for the exclusive use of the Society logo on their advertising material, whereby he paid an annual fee of £1500. All printing, and collating costs of any Senior insert in the Bulletin would be borne by him.

It was agreed that this agreement should be renegotiated with Mr Senior on the following basis: £1750 per annum for a fixed term of 3 years. The cost of inserts to be covered as previously.

## **APPLICATIONS FOR FUNDING F95/48**

### **Doncaster Examinations F95/48/1**

The Branch had provided a completed estimate of the income and expenditure which provided an expected shortfall of £110, with each student contributing, but without a branch contribution. It was agreed that a grant would be given equivalent to the branch's contribution in line with the proposed figures provided by the branch.

### **Examiners for ATA Examinations**

F95/48/2

The Committee noted that the next scheduled overseas examination tour of Australia was not due to take place until 1997. It was therefore agreed that no additional funding above the £7,000 per annum already allocated to overseas examination tours could be given. The Committee were also concerned to ensure that the funding should be used for tours which had as their primary purpose examinations.

### **Examiners Seminar F95/48/3**

A request had been received for funding to support one of the overseas examiners who had funded their own attendance at the Examiners Seminar, held in August. The Committee regretfully agreed that no funding could be offered.

### **SALE OF CASSETTES F95/49**

The Publications and Research Committee had recommended that the Society hold a 50% sale on stocks of cassettes, to assist in reducing the high levels of cassettes. It was agreed to consider this at the next meeting by which time the half yearly stock take would have provided accurate stock figures.

### **VIDEO OF BOOK 39 F95/50**

The Committee noted that there was to be a new Book and cassette issued next year, and that it had become customary to issue a video to accompany new books. It was agreed that it would be considered once complete recording costs were provided.

### **CONSTITUTION SUB-COMMITTEE**

F95/51

It had been agreed at the Executive Council meeting that the Constitution sub-committee would consider amendments to the constitution in line with the Charities Legislation.

The sub-committee had submitted their initial proposals before Lord Mansfield's solicitor (Miss Ross) for advice and she had rejected the proposals. The sub-committee had then redrafted both the Society and Recommended Branch constitutions as advised and Miss Ross had been invited to submit her comments on the new drafts. It now appeared that Lord Mansfield's limit of £1500 on his



contributions towards Miss Ross' fees had almost been achieved.

It was agreed that the Society should cover the costs of Miss Ross submitting her advice, provided this did not exceed £500.

**BULLETIN ADVERTISING** F95/52

One of the branches advertising a special anniversary ball had inadvertently experienced problems with the receipt of their proof copy, resulting in two errors appearing in the final copy. The Committee agreed that a 50% discount would be offered to the advertiser. It was further agreed that incorrect dates in the Bulletin would be publicised at the Executive.

**SUMMER SCHOOL** F95/53  
**Refund Of Fees** F95/53/1

The Secretary had received a request for a refund of fees, as the student had been recalled to the USA due to his father becoming unwell. Miss Parker had responded indicating that no refunds could be offered and advising the student that this had been indicated on the booking forms. The student had replied indicating he wished the matter to be considered further. The Committee agreed that no discount could be offered.

**Reduced Fees** F95/53/2

A correspondent had requested that the Committee consider a reduced fee structure for Junior members of the Society to attend Summer School. She had several younger members wishing to attend, but found it difficult to raise sufficient funds. The Committee agreed that there was a Junior Scholarship which could be shared amongst the group, but regretfully could not offer reduced fees for attendance. It was agreed to investigate whether support could be obtained from other sources.

**SECURITY ASSESSMENT** F95/54

Messrs Bell Security Ltd had provided a risk assessment on security of the employees within the headquarters offices at Coates Crescent. Miss Parker had consulted with the staff and they were not unhappy with the current arrangements. It was agreed therefore that no further action would be taken in this regard.

**POST CODE INDICES** F95/55

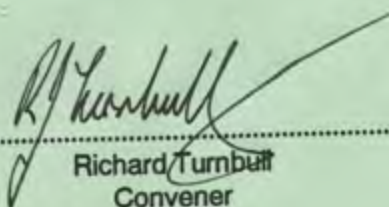
Miss Parker advised the Committee that the new computer system allowed selections of members within geographical areas, provided certain information regarding postcodes and region were completed on the database. This was not currently available, but could be obtained from the appropriate index. The complete UK set cost £94, and it was agreed this should be purchased.

**BOOK OF REELS** F95/56

Collins Publishers were to publish a book of Scottish Country Dancing to which the Society was contributing a section. In exchange they had proposed a royalties agreement with the Society. However the publishers had recently opted out of the NETBOOK agreement and there had been a delay in producing the final contract.

**DATE OF NEXT MEETING** F95/57

It was agreed that the date of the next meeting would be on Saturday 27 January at 1000 hrs.

  
Richard Turnbull  
Convener



new hard disk for the IBM computer. This amounted to £200.00 plus the cost of one call out. It was confirmed that although the computer was just over 12 months old, and therefore out of the maintenance period. He explained that this type of failure could not be predicted but was unexpected and had contributed to the problems installing the new system.

The Secretary had obtained a quotation for a maintenance contract to cover the hardware currently installed. The maintenance contract would involve an engineer attending the premises within 12 hours of the call. Should repair not be effected within a reasonable time replacement equipment would be supplied on a loan basis. The service would include, engineer call out, replacement parts, labour and travel and also telephone support for operating the system, should this not suffice an on-sight visit would be covered. The total cost of this package would be £1,050.00 plus VAT. The Committee agreed such a maintenance contract would be required and expressed their appreciation of the staff dedication throughout this difficult installation of the computer system.

#### **STAFF TRAINING F96/6**

It was agreed that given the difficulties involved in installing the current system, the staff were now in a position to take on board more training. It was therefore agreed that a budget of £750.00 would be put towards this use. The Secretary agreed to investigate suitable courses.

#### **AGREEMENT - JAMES SENIOR F96/7**

The Secretary advised the Committee that a new agreement between James Senior and the Society had now been signed. The agreement was effective as from 1 January 1996 and it confirmed that a sum of £1750.00 plus VAT would be payable by James Senior to the Society for the use of the Society logo on advertising material. This sum would be due on 30 June annually

The previous terms as regards an insert in the RSCDS Bulletin would prevail in that all expenses in printing and inserting the flyer into

the Bulletin plus any extra postage incurred would be borne by Mr Senior.

The agreement would be subject to review on an annual basis.

#### **REVIEW OF AGREEMENT WITH HARDIE PRESS**

**F96/8**

Mr Turnbull advised the Committee that a meeting was to take place with Mr Hardie on 9 February 1996 in which the terms of the revised agreement were to be discussed. It was noted that the June sales figures had been appreciably more than in previous years following discussion with Mr Hardie.

The main points for discussion covered the fact that Mr Hardie appeared to prioritise the sales of printed music and therefore a separate agreement as regards audio material (LPs, Cassettes, CDs) may be required, along with a review of the settlement dates currently in operation.

It was agreed that Mr Turnbull, Mr Clement and Miss Parker would attend this meeting.

#### **ALTERNATIVE DISTRIBUTORS**

**F96/9**

It was noted that two new companies had indicated that they wished to be considered as distributors of Society material and it was agreed that Mr Turnbull, Mr Clement and Miss Parker would investigate this further.

#### **SCOTTISH COUNTRY DANCERS IN DIAGRAMS (Pillings) F96/10**

Following correspondence with Pillings, the Secretary had obtained an agreement from them that they would supply copies of the publication at a discount rate of 25% and that they would cover postage. The seventh edition was currently under revision and therefore receipt of these publications was likely to be somewhat delayed.

Following a request from the Committee, the Secretary agreed to contact the publishers to ascertain whether we would be able to confirm



the accuracy of the RSCDS dances included in this publication.

**SUBSCRIPTIONS** **F96/11**  
**Teachers Associations** **F96/11/1**

It was noted that the two Teachers Associations (Australia and Canada) had both paid their 1994 and 1995 subscriptions. As the subscription rate of £25.00 had not been re-assessed since 1980 it was agreed that this should now be reviewed. When the subscription rate was last set, the annual subscription rate was £2.00 thus a multiple of 12.5 applied to the total annual subscription.

The Committee recommended to the Executive Council

- that a revised subscription of £100.00 should be adopted for the two Teachers Associations

They also recommended to the General Purposes Committee that they clarify the status of Teachers Associations.

**Life Members** **F96/11/2**

Following suggestions from a variety of Branches, the Committee considered the possibility of asking for a voluntary contribution towards the cost of administration for life members. They noted that neither the Society nor the Branches had any right to ask for additional money to cover subscriptions since this had been paid at the time the life membership had been taken out. This was intended to cover the full life time of the member involved.

It was agreed that the matter would be referred to the General Purposes Committee to further consider the possibility of requesting a contribution towards administration costs from Life Members.

**Affiliated Groups** **F96/11/3**

The Committee discussed various suggestions regarding the matter of charges to Affiliated Groups. The suggestions included :

- the possibility of the groups not receiving the subscription book or bulletin
- the groups contributing a fee for entry into the directory of group secretaries
- the possibility of altering the current system of subscriptions so that an increased charge would be made but could be reduced in direct proportion to the number of RSCDS members in the group.

It was however accepted that the current system of subscription should remain and that the General Purposes Committee should be asked to consider further the rights of the affiliated groups and their status within the Society.

**Headquarters Members' - Administration Fee** **F6/11/4**

It was noted that the cost of administering Headquarters members would inevitably be greater than that of branches since the administration was carried out by professional staff rather than volunteers. It was further noted that the cost of distributing the Bulletin to members was approximately £1.00 and this in addition to the cost of a staff member involved in approximately 3/4 weeks work in collating and distributing the Bulletin and Subscription Copy. In addition there were approximately 3-4 other mailings to Headquarters members each year.

The approximate cost of collating and preparing the mailings, administering membership lists, postage, and stationery requirements came to £9,500, and this divided by the number of HQ members gave an annual figure of £5.00

It was therefore recommended to the Executive Council that

- the administration fee for Headquarters annual members would be £5.00.
- the administration fee for Headquarters long term members would be £50.00.

**SUMMER SCHOOL** **F96/12**

The Secretary had reported at the last meeting of the Committee that a student had been recalled at the last moment to the USA due to his father



his fees. The Committee had agreed that the normal practice should apply and no refund should be made. It was to cover this situation that the Summer School application form advised students to take out insurance cover.

Miss Parker had responded to the student indicating the Committee decision, however a further letter had been received on headed paper indicating that the student edited "The Celtic Letter Chronicles" in Portland Oregon and was to publicise his treatment by the Society. He was going to put the matter before the Charities Committee and various other bodies.

A reply was sent by the Chairman indicating that no refunds would be available and that the booking form made this clear. The letter also stated that any places which could not be filled had to be paid for.

No other correspondence had been received from the student to date.

#### **GRANT REQUEST F96/13**

Requests had been received for assistance with examination classes held by Glasgow and Stirlingshire Branches. Grants were approved.

#### **SPORTS COUNCIL FUNDING F96/14**

The General Purposes Committee had considered and referred to the Public Relations Sub Committee the suggestion that the Society might apply for funding, as a governing body, through the Scottish Sports Council. The recommended project was to request funding for a development officer to promote Scottish Country Dancing into Schools. It was hoped that this would promote both RSCDS and YSDA projects. The request would involve funding for the salary of the development officer plus oncost and travel expenses.

The Committee noted that any application would need to be prepared for submission by 3 April 1996. (The Council required applications to be submitted with a 3 month window post or prior to the governing body's year end). It was agreed that a member of the Public Relations

Sub Committee would investigate the proposal further and that the Secretary would obtain a proforma application for funding from the Sports Council.

#### **UNIVERSITY WORK PLACEMENT PROGRAMME F96/15**

The Secretary had obtained details of a Graduate Gateway Programme which involved students in a variety of disciplines including Information Technology and Marketing. The work placement would take the form of a project which would be short term in that it should be completed within a 10 week period. Usually a student would spend 9 weeks on the actual placement and then use the final week to prepare and complete the project report. They may be expected to attend the University for 1 morning or afternoon a week in order to meet their project supervisor.

The Society's outlay would be office facilities and some time (where office space is limited, students work in the department). The sort of projects which might be appropriate would be something along the lines of a redesign of the Society logo and in-house printing format.

It was agreed that the Secretary would approach the local Universities to ascertain if they also provided such a programme and that she would indicate provisional interest in the gateway programme from the University of St Andrews.

It was also suggested that if the University of St Andrews were to provide a student, a suitable project might involve the Summer School.

#### **COST SAVINGS F96/16**

The Secretary reported that following installation of the computer system a variety of printing had been achieved in-house resulting in saving. The AGM agenda had been produced in-house and sent for photocopying which had resulted in a £100.00 saving. The Summer School leaflet had equally been produced in-house and photocopied resulting in a £110.00 saving. All the publications lists and sale lists were now produced in-house.



## **EXPENSES CLAIMS F96/17**

It was noted that following the Executive Council Meeting, a variety of expense forms had been received with regard to air fares from representatives. The Committee agreed that when the cost of travel by air was comparable with that by train and could be justified, the cost of an apex flight may be claimed. They noted however that it was not always possible to obtain apex flights.

No further action was recommended.

## **AGREEMENT WITH HARPER COLLINS LTD F96/18**

The Convener advised the Committee that the contract between Harper Collins and the Society was being re-drafted. It had been agreed that the Society would only sign the contract as regards the chapters to which the Society had contributed and that Mr Peter Knight would sign on behalf of all other contributors. The Society would however benefit from all royalty payments. This was understood to be £2,500.00 which would be payable to the Society within the next few months.

## **DISTRIBUTION OF BULLETIN F96/19**

The Secretary advised the Committee that Headquarters were now finding it very difficult to distribute the Bulletin to all Headquarters members within a reasonable time frame. Due to the other duties which occurred at this time of year and the large amount of time required to collate, distribute and frank the Bulletins, there was now a considerable delay in distribution of Headquarters members copies.

A quotation had been received from the printers who distributed all other Bulletins. The cost of distributing the Bulletins was £800.00, this excluded postage charges. The Committee agreed, in order to release the Headquarters staff and allow them to concentrate on other duties, that this cost would be borne.

The Secretary also agreed to investigate the possibility of obtaining cheaper postage rates whereby the mail was collected and transported to Holland for postage. It was understood the

postage rates in Holland were considerably less than those in Britain.

## **NEWSBRIEF F96/20**

Mr Turnbull advised the Committee that following the open forum, it had been felt that it was important to improve communication with members. He further advised the Committee that a newsbrief containing details of the AGM, Open Forum and advice regarding Charity Status had been prepared in-house. A copy of the newsbrief was tabled.

The cost of producing copies of the newsbrief amounted to £796.00 plus postage. Three quotations had been received including one from the publisher which produced the Edinburgh Newsletter. The cheapest quotation from our usual printer, had been accepted. The Committee expressed their thanks to Miss Parker who had produced the newsbrief on the Society computer. They welcomed the newsbrief as an excellent forum for advising members of up to date information.

There was some discussion regarding the possibility of revising the current format of the Bulletin by splitting the booklet into two sections:

- a directory of Branch Secretaries and Affiliated Groups;
- an annual report.

The former could be distributed on a bi-annual basis and the latter on an annual basis. The Committee agreed to refer the matter to the General Purposes Committee for further consideration.

## **VIDEOS F96/21** **Video of Book 39 F96/21/1**

The Committee noted that the Secretary was still to obtain two further quotations for the filming of the video. However, the quotation currently under consideration indicated that a film of this type would only require 1 camera. The Publications Committee had considered this and had agreed that 2 cameras should be used in the recording of this video. Since experience had shown that this had provided the best means of



showing the material. The Committee therefore agreed to fund a 2 camera shoot.

**Video of the Manual F96/21/2**

The Committee considered the four pricing structures for the duplication of video tapes for the video of the Manual, and agreed that the length of the video was as yet unknown. However, given the reduced pricing structure with increased quantity ordered, they agreed an initial purchase of 400.

**PUBLIC ADDRESS SYSTEM F96/22**

The Secretary advised the Committee that prior to the previous Executive Council meeting Mr Knight had purchase an amplifier stand, this had proved to be most useful and therefore the Convener had agreed to reimburse Mr Knight. The Committee further agreed that the additional requirements of an audio mixer and an additional microphone were still required and agreed that they could be purchased to be in line with the quotation provided by Mr Knight.

Mr Watson however, suggested that the microphone might not be suitable and therefore the Committee agreed that Mr Knight and Mr Watson should confer on the purchase.

**STOCK LEVELS F96/23**

Mr Douglas had written suggesting various amendments to current sale items and the Committee agreed the following

to add to books of music on the sale list

- Book 10
- 5 Traditional Dances 1965

to remove Books with music

- Book 4

they further agreed to reduce the current records on the sale list as follows:

- All records listed under £2.00 should now be listed under £1.00.
- All records listed under £3.00 should now be listed under £2.00

the following items should be added to the £2.00 list:

RSCDS 25 the LP of leaflets  
RSCDS 49 the LP of Book 17

The Committee agreed that the stock levels for the Album for Mrs Stewart were such that it should be reduced to a selling price of £3.00. This therefore would be added to the sale list.

The Convener expressed his thanks for Mr Douglas's helpful letter.

**MEMBERS PRICING STRUCTURE**

**F96/24**

Mr Clement suggested to the Committee that the current policy of issuing a members price list could be changed to include a non-members price list which would show the recommended retail price above that of the members list. He had tabled a paper showing a suggested cost to members, a reduction to Branches of 15%, a reduction to the distributor of 25% with a resultant recommended retail price to non-members being 66% above that charged to the distributor.

The Committee discussed the issue and agreed that the dual pricing structure would clearly show the benefit to members of a membership discount. It was however accepted that sales outwith Society membership were low and to a specialist audience.

The Committee agreed to consider the matter further and to refer it to the next meeting.

**ACCESSORY ITEMS F96/24**

**Brooches F96/24/1**

A sample had been forwarded by Mr Gill of the small silver brooch. The Committee agreed that it did not appear to replicate the original drawing submitted by him and the Secretary agreed to contact him in this regard.

The Committee noted that the brooches were likely to retail at £30.00. No sample had as yet been provided for the larger brooches.

**Cuff Links F96/24/2**



The Committee asked the Secretary to provide further quotations from Thomas Fattorinni for the Cuff Links, Scarf Rings, Stick Pins and Butterfly Clip attachments.

**Kilt Pins** **F96/24/3**

The Secretary had provided a quotation from the original supplier for the Art Pewter Kilt Pins. The Committee agreed that an alternative, less flimsy, design should be investigated and Mr Clement agreed to co-ordinate with the Secretary in this regard.

**Calendar** **F96/24/4**

Mr Adam reported that he had obtained quotations for an A3 and an A4 calendar. The A3 calendar would cost £4.90 plus additional costs for slides and VAT. The A4 calendar would cost £3.00 plus the cost of providing slides. The Committee considered this and agreed that no further action should be taken.

Mr Gray suggested that an alternative might be the production of a coaster or placemat of dance photographs as this would have a less limited shelf life. Another alternative might be a photo notebook. The Committee agreed to defer a decision to the next meeting.

**Shoe Bags** **F96/24/5**

The Secretary had contacted James Senior with a view to obtaining Society shoe bags using the Strathspey Tartan. Unfortunately it appeared that the material used by the Society was not firm enough and it should be nearer linen quality. The Committee agreed to defer the matter.

**MISS MILLIGAN'S MISCELLANY  
VOLUME I** **F96/25**

It was noted that although the Society was currently out of stock of this publication, it was currently being revised, the diagrams were to be removed and the text was to be brought into current format. It was therefore likely to be in publication shortly.

**REVISION OF AUDIO TRACKS**

**F96/26**

A request had been received from the Publications & Research Committee for funding for a new DAT master for 2 tracks which now required reprocessing, since they were not recorded at the correct speed. It was noted that the cost for a new DAT for the 2 tracks would be approximately £40.00, the cost of splicing them into the original tracks was likely to be £20.00. The new masters would then be used for any future re-production of these cassettes.

The Committee agreed.

**NEW CD's** **F96/27**

The Publications & Research Committee advised the Finance Committee that in line with their previous agreement, the profits from the sales of CDs would now be used to produce 2 new CDs, one of which would contain the two updated audio tracks.

The Committee agreed.

**SPOTLIGHT ON DANCE** **F96/28**

The Committee were advised that the Central Council for Physical Recreation (CCPR) had provided a cheque payable in the amount of £950.00 as the Society share of the surplus from this event. The event had been co-ordinated by the London Branch with contributions from other Branches and it was noted that the Chairman and a Past Chairman had been in attendance. The Committee agreed that the Cheque should be forwarded to London Branch to assist with the costs incurred.

**SCOTTISH TRADITIONS OF DANCE  
TRUST** **F96/28**

The Committee were advised that the Scottish Traditions of Dance Trust, a body partly funded by the Scottish Arts Council, had placed an advert in the Scots Magazine. The advert claimed that:

"Scotland has No National Dance Archive  
No National Dance Resource Centre  
No body to encourage education and research in  
this important part of our heritage".



The body wished to be the umbrella body for country, Ceilidh, Court, Highland, Step, Hebridean, Shetland and Military dancing.

The Society had already written to the Trust indicating that the advert appeared to be misleading. A copy of the letter had been forwarded to the Scottish Arts Council, The Editor of the Scots Magazine, Dr MacFadyen a founder member and trustee of the Trust and the General Purposes Committee. The Committee was requested to fund an advert to promote the Society in the Scots Magazine.

The Committee agreed that it was prepared to fund the cost of a half page advert if the General Purposes Committee deemed the advert was appropriate. They further suggested that an article detailing the extent and significance of the Archives written by the Archivist, should be submitted to the magazine for publication.

#### **SCOTTISH TARTANS AUTHORITY**

F96/29

Mr Clement was to have had attended a meeting of the new Authority which was being set up. The Committee agreed that subject to approval by the General Purposes Committee, the Society should have membership of the Authority. It was noted that the Authority's subscription rate for group membership was £60.00. The matter was referred to the General Purposes Committee.

#### **RENTAL OF HEADQUARTERS BOARD ROOM**

F96/30

A request had been received from the Edinburgh Branch for the use of the Headquarters Board Room for Committee meetings. It was noted that there were likely to be approximately 10 per year, usually on a Sunday or Monday night.

The Committee discussed the matter at length. Concern was expressed that should the security system not be precisely operated, the alarm would be set off causing one of three names keyholders to be called out, and the policy to attend.

The Treasurer also advised the Committee that there may be a problem with regard to the insurance cover by the Society since it did not allow for the Society to sub-lease any part of the building and that there was a restricted list of security code holders.

#### **CONTRACTS**

F96/31

The Society staff had been provided with a contract for consideration and some of them had brought up points which required clarification. The Committee agreed that

- any time spent at Summer School at a weekend, would be given in lieu
- in recognition of long service by the staff additional holidays would be provided as follows:

After five years service 3 days additional

After ten years service 5 days additional

The Secretary also agreed to obtain a booklet from the Social Security Office as regards the currently stipulations regarding sick pay.

#### **HANDYMAN**

F96/32

The Society had used a handyman (Mr McMahon) for approximately 20 years. He had originally been employed to assist with various jobs that the staff were unable to do and also to look after the front steps leading to the basement. The Committee agreed to dispense with his services and further agreed that a sum of £50.00 would be paid to him to thank him for his past services.

#### **ARCHIVIST BUDGET**

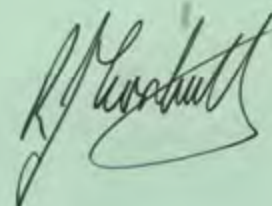
F96/33

It was noted that the Archivist had received some volumes of music which now required to be repaired. The Committee agreed that the Archivist budget of £500.00 could be used in this regard.

#### **DATE OF NEXT MEETING**

F96/34

It was agreed that the next meeting of this Committee would take place on Saturday, 27 April 1996 at 10.00am.





**MINUTES OF THE FINANCE COMMITTEE MEETING  
HELD AT 12 COATES CRESCENT, EDINBURGH  
ON SATURDAY 27 APRIL 1996 AT 10AM**

**PRESENT**

Mr R Turnbull (Convener), Mr G Lawson (Chairman), Mr W Clement (Vice-Chairman), Miss D. Hamilton, Mr J Douglas, Mr D Watson, Mrs M Jeffcoat (Treasurer), Miss G S Parker (Secretary).

**APOLOGIES**

Apologies had been received from Mr A Gray and Mr D Ross. Mr S Adam was unable to attend.

**OPENING COMMENTS** **F96/35**

Mr Turnbull asked the Committee to bear in mind throughout the discussions that the budget had estimated a £30,000 deficit for the current financial year. While the Society would benefit from the increased subscription rates which would become effective from 1 July 1996, it was difficult to project this forward, as future membership was unknown. It would therefore be necessary either for more income to be generated, and for costs to be reduced (and some costs would inevitably increase), in order to remove the deficit from future budgets.

Mr Turnbull also reminded the Committee that the office was currently under intolerable pressure and he asked that all the Committees be aware of the work currently undertaken by Headquarters. The staff had taken on the arrangement of several additional courses this year, in addition the huge task of co-ordinating the proposed changes to the Constitution, the appointment of two new sub-committees, and the implementation and installation of a new computer system. The members were asked to allow them a chance to get on top of the day to day problems of administering the Society before any further changes were proposed.

**MINUTES OF THE LAST MEETING** **F96/36**

The Minutes were approved by the Committee.

**MATTERS ARISING** **F96/37**

**Alternative Distributors** **F96/9**  
Two potential new distributors, Gordon Duncan of Inverurie and Highlander Music of Beauldy had both indicated their wish to stock Society goods, and had been contacted in order to arrange a meeting. It was agreed that the level of

discount offered to distributors (and hence non-members) would be agreed with the Finance Convener, Mr Clement and Miss Parker.

**Summer School Refunds** **F96/12**

It was agreed that the next meeting of this Committee would consider the current 'no refund' policy of the Society. It was suggested that it might be appropriate to consider offering a partial refund to members withdrawing from the School, provided their places could be filled, at no financial loss to the Society.

**Agreement With Harper Collins Ltd** **F96/18**

It was noted that the agreement between Harper Collins and the Society had now been signed and it was expected that the royalty payment would be made to the Society shortly.

**Videos In Production** **F96/21**

Miss Parker advised the Committee that the Publications Committee had met recently and were not willing to accept the quality of the video of the manual which was currently in production. The Committee had agreed that it would be necessary to re-film section of the video and a meeting was to take place with the video company and members of the Society involved with the production.

The Committee noted that there would of course be expenses involved with any re-filming and that there was a limited budget available for production of videos. The video of Book 39 was already underway and therefore the Committee agreed that the costs of rectifying the video of the manual would either have to come from an additional donation from the Jean Milligan Memorial Fund or from next years Publications budget (this could mean that there may not be funds available for some of the proposed projects).

**FINANCE STATEMENTS** **F96/38**

It was noted that the Jean Milligan Memorial Fund had been transferred to a new account which now provided interest on deposit. It was however recommended and agreed that the excess funds from the Summer School and Jean Milligan Memorial Fund accounts would be placed in an Instant Access Account with Tilney



& Co (the Society stock brokers) which would provide greater interest.

**STAFF MATTERS** **F96/39**

The Committee were advised that Miss Stewart had tendered her resignation from the Society and had now been replaced by Miss Claire Marcussen on a trial basis. The Committee agreed that Miss Parker would investigate the costs involved in appointing, as a further additional member of staff, a Work Opportunities Junior. The office salaries were also approved.

**COMPUTER SYSTEM** **F96/40**

Mr Turnbull advised the Committee that it was recognised when the initial purchases were made towards the computer system, that there would need to be additions to the system in due course. It was now deemed necessary to purchase an additional computer to add to the network, due to the amount of work currently being carried out by the staff on computer. A quotation had been received from the computer suppliers, and this was accepted.

**ACCESSORIES** **F96/41**

**Calendar** **F96/24/4**  
Miss Parker had provided samples of ready made calendars onto which the Society logo could be printed, for sale to members. The Calendars showed Scottish themes and would retail at £3.00. The Committee agreed an initial order of 300 items, to be available for Summer School.

**Brooches** **F96/24/1**

It was noted that the small silver brooch was now available to members and it was agreed that Miss Hamilton and Miss Parker would further investigate the design of the large brooch.

**Silver Jewellery Items** **F96/41/1**

Miss Parker advised the Committee that Mr Harrott had agreed to supply the Society for the duration of Summer School with a variety of silver jewellery items on a sale or return basis.

**Tartan Shoe Bags** **F96/24/5**

The Secretary had provided samples of a calico shoe bag which contained a tartan section similar to those available from James Senior. The Committee noted that the current tartan material supplied by the Society was not of

sufficient weight to be able to produce a tartan shoe bag. The Committee agreed that no further action would be taken.

**Notelets** **F96/41/2**

The Committee agreed that the notelets currently available would be put on sale at this year's Summer School at a reduced price of 90p. They also agreed that a new style of notelet would be made available as soon as possible from line drawing of various venues relating to dance titles. A member, Mr D Blackwood had agreed to supply the drawings without charge, and the committee expressed its appreciation of this offer. It was agreed the notelets would be made available in packs of 10 with envelopes and cellophane cover.

**Hose Flashes** **F96/41/3**

It was noted that the current supplier of the Hose Flashes was no longer able to produce them. The new supplier had raised the purchase price considerably and due to the low sales figures, the Society would no longer stock Hose Flashes.

**WINDOW BOXES** **F96/42**

A quotation had been submitted for the provision of the four window boxes which were situated outside Headquarters Offices. It was agreed that the quotation would be accepted.

**CONSTITUTION EXPENSES** **F96/43**

The Treasurer had submitted a fee note for work involved in the Constitution. It was noted that the rate was half that usually charged and the Committee approved the expenditure of £950.00.

**NEWSBRIEF/BULLETIN** **F96/20**

The Committee agreed to fund the Bulletin in its current format for 1996. A small sub-committee comprising Mr Lawson, Mr Clement, Mr Turnbull and Miss Parker were to consider the costs of a revised format, as proposed by the General Purposes Committee, for future issues. It was further agreed that the RSCDS Newsbrief would again be issued in January next year.

**MATTERS ARISING FROM  
CONSTITUTIONAL CHANGES** **F96/44**

**Transfer of Funds** **F96/44/1**

It was noted that all Branches choosing not to apply for Charitable Status, would be required to forward their assets to the Society. They



should then apply for a grant for the estimated running costs of the Branch for one year. It was noted that the balance in hand after grants had been paid out would be held in a designated fund for the purposes of promoting Scottish Country Dancing in the area covered by the Branch. A grant application form and transfer of funds form would be issued to all Branches.

**Insurance Policy F96/44/2**

The Society currently held a blanket insurance policy covering all UK Branches. It was agreed that this policy should continue in the future and therefore it was agreed that the Secretary would contact the Insurance Brokers, to ensure that a clause was added to the policy to take note of Constitutional changes.

**PPL F96/44/3**

The current arrangements with the Phonographic Protection Limited (PPL) Blanket Licence for UK Branches would not require any revision. It was noted however, that the usual payment received from PPL had not yet been received. The Secretary agreed to contact them in this regard.

**SALE/RETURN POLICY F96/45**

It was noted that the current policy had evolved due to the late return of some items, it was however agreed that the current policy whereby an invoice was raised at the time of distribution and a credit note was issued upon receipt of unsold articles, was unsatisfactory. It was agreed therefore that in future the Society would raise a delivery note (not a VAT invoice), then upon satisfactory return of the unsold goods, within one month of the delivery note, an invoice for the sold items would be issued.

**DISPLAY PACK F96/46**

It had been suggested that the Society should consider issuing a display pack containing a copy of the stock items rather than the current sale or return policy. The Committee rejected this suggestion and agreed however that they would investigate whether a catalogue showing some of the items might be made available at limited cost.

**DONATION RECEIVED F96/47**

It was noted that a member of the Society had offered to sell their collection of "vintage" records and to give the proceeds of the sale to the Society. In the interim a further collection had been made available and the sale of the

two collections had resulted in a donation to the Society of £446.

**GRANT REQUEST F96/48  
Somerset F96/48/1**

An application for funding to assist with the Certificate Course was approved.

**Isle of Skye F96/48/2**

An application for assistance in the production of a tape was rejected.

**APPLICATION FOR FUNDING F96/49**

The Committee noted that the proposal of the appointment of a Development Officer to establish teaching of Scottish Country Dancing in Scottish Schools, had now been drafted and was shortly to be submitted before the Scottish Sports Council for funding.

Miss Parker however reminded the Committee that the Central Council for Physical Recreation (CCPR) had already appointed a National Promotions Officer for Movement and Dance for the period 1996 - 1999.

The total estimated costs of the CCPR Promotions Officer was to be £30,000 of which £19,500 would be funded through the Sports Council. It was therefore recognised that there may not be additional funding from the Sports Council for our own Development Officer.

The project however would be submitted before the Council and other bodies such as Trusts. Mr Clement agreed to investigate the matter further.

**PROMOTIONAL LEAFLET F96/50**

The Secretary had drafted a promotional leaflet which had been approved by the Public Relations Sub-Committee. The Committee agreed that funding would be provided to allow a distribution of a small number of copies to each Branch for photocopying and for use in promotional material. It was therefore agreed that the leaflet would be produced with black print on white background for easy photocopying.

**REQUEST FOR TRADE DISCOUNT F96/51**

Correspondence had been received from an outlet in Germany which wished to receive a trade discount for small orders placed. It was noted that the intention was not to stock large numbers of RSCDS items but to order on



request. The Committee agreed in principle to offer a discount, and agreed that the Convener, Mr Clement and the Secretary would discuss the level of discount to be offered.

#### **REDUCED SUMMER SCHOOL FEES F96/52**

The Committee were advised that the General Purposes Committee had agreed that a reduced funding level be approved for younger members (under 21 years) attending on a residential basis at Summer School. The funding would be given from the Jean Milligan Memorial Fund. The Finance Committee agreed to make suitable provision for this when next considering the Summer School fees. It was noted that there were currently 20 members in this age category attending Summer School this year.

#### **SOCIETY RE-LAUNCH F96/53**

The Committee were advised that the General Purposes Committee had agreed that the Society should consider a revision of its image, and that this may involve revision or re-design of the Society logo, letterhead, compliment slips, in-house publications, printing, cassette and CD inlay cards etc. The Glasgow School of Art had been approached to take this onboard as a class project. It was also noted that the Edinburgh School of Art might also wish to be considered.

The Committee noted that should the two Schools not wish to consider this as a class project, that a final year student might wish to take this as an individual work, provided a small fee was offered. The Committee agreed a limit of £200.00.

#### **BOOK OF REELS F96/54**

The Committee noted that the Harper Collins Publication, "A Pocket Reference to Scottish Country Dancing", was to be made available shortly. The Society was to be offered copies for sale at a reduced figure and it was agreed that the Book would be make available to Branches at a discount cost of £5.09, the recommended retail price to members would be £5.70 and to non-members £5.99.

#### **SUBSCRIPTION COPY 1997 F96/55**

The Publications Committee had considered the subscription copy for 1997, it was noted that in the normal timetable this would be a fallow year which allowed all members to have a free choice as to their subscription copy.

It was difficult for Headquarters staff to deal with individual members requests (through the Branches), due to the time involved and the difficulties in packaging and sending the parcels. In addition, it was noted that the members preferred to receive a new publication, rather than being offered a selection of the books which they had already received.

The Publications Committee therefore suggested that the subscription copy for 1997 might be in the form of a leaflet containing approximately 4 dances, either with or without music, but without any recorded music or video accompaniment.

The Finance Committee agreed a budget of £6,000.00 to include the cost of distribution for any leaflet next year.

#### **AMENDED TIMETABLE F96/56**

The General Purposes Committee had suggested an amended programme of meetings in order to allow time for the office staff to prepare the reports, of Committees, and issue them, prior to the Executive Council Meetings. The Committee approved the amended timetable.

#### **BOOK 39 F96/57**

The Committee noted that the number of pages required for the subscription copy this year was far in excess of previous issues and in fact it was noted that it was likely to be half as many pages again for this years subscription copy, and this would have cost implications.

#### **STRATHSPEY SALES LTD F96/58**

The Committee approved the final trading account for Strathspey Sales Ltd.

#### **DATE OF NEXT MEETING F96/59**

The date of the next meeting will be Saturday 17 August 1996 at 10am.



**MINUTES OF MEETING OF FINANCE COMMITTEE  
HELD ON SATURDAY 17 AUGUST 1996, 1030HRS  
AT 12 COATES CRESCENT, EDINBURGH**

**PRESENT:** Mr R Turnbull (Convener), Mr W Clement (Vice Chairman), Mr S Adam, Mr J Douglas, Mr D Ross, Mrs D Hamilton, Mr A Gray, Mr D Watson, Mrs M Jeffcoat (Treasurer), and Miss G Parker (Secretary)

**APOLOGIES:** Apologies had been received from Mr G Lawson (Chairman).

**MINUTES OF LAST MEETING F96/60**  
The Minutes of the meeting of 27 April were approved.

**MATTERS ARISING**

**Staff Matters F96/61**  
It was noted that the new staff member, Claire Marcussen was settling into the office well. Although it had initially been agreed that she would have a six months trial period, from the date of her appointment in April, it was agreed that an increase in salary should be effective from 1 September 1996. Thereafter all salary reviews will be effective from 1 July.

**Notelets F96/41/2**  
It was noted that although Mr Blackwood had been able to complete almost all of the drawings for the proposed new Notelets, there would be some delay in the production of the notelets, since his sketch pad had been lost.

**Insurance F96/44/2**  
Following the decision at the previous meeting the Insurers had adapted the insurance cover to take into account the current standing of local associations.

**Sponsorship F96/96/49**  
While an application for Sponsorship had been submitted to the Scottish Sports Council, there had not been any positive response. Mr Clement had investigated some other forms of sponsorship through Trusts and advised that the Thompson Trust in Perth may be willing to consider such a scheme. Miss Parker agreed to submit an application.

**FINANCIAL MATTERS**

**Year End Statements F96/61**  
It was noted that the actual deficit was considerably less than that in the budget for the year. This had been achieved partially as a result of bearing the JMMF bearing the costs of the video of the manual.

A new form of accounts was to be issued this year, in order to comply with the Statement of Recommended Accounting Practice (SORP).

The Committee agreed that the investment policy should now be reviewed with the emphasis on both income and capital. Mrs Jeffcoat agreed to obtain the brokers advice on some of the investments which were showing a lack of growth.

It was also agreed to recommend to the General Purposes Committee that they consider a similar review for the Jean Milligan Memorial Fund investments. Mrs Jeffcoat agreed to obtain the brokers advice in this respect.

It was further agreed that a programme of maintenance should be agreed in order to ensure that the Headquarters building was kept in good repair and decor throughout.

The Committee agreed that on the grounds of expediency, and as an interim measure, the full accounts would be sent to all 1996/7 Executive Council representatives.

- It was however recommended to the Executive Council that the question of Trustees be reconsidered. Due to the fact that all Executive Representatives are Trustees of the Society, to comply with all legal obligation, it would appear necessary for a complete rescheduling of the annual calendar of the Society. Alternatively, the Society could have a restricted number of Trustees.

**FINANCIAL CONTROLS RESPONSIBILITY F96/62**

Mr Turnbull proposed that each of the Conveners of the Committees take a larger responsibility for the financial aspects of their committees. ie Each Convener should now be given their budget figure for 1996/7, and they should be responsible for agreeing payments from this budget. The Conveners would then put their proposal for the following year before the Finance Committee for the 1997/8 budget.

It was agreed that each Committee should now have Financial Matters on their agenda,



to monitor their budget, and that the Finance Convener would meet individually with each of the other Conveners to discuss with them the makeup of their budgets.

#### **PRICING SYSTEM F96/63**

The Committee agreed that a new Pricing System should be put into place, from sales from HQ. This would mean that the members would continue to pay less than the retail price to non-members. The Branches would obtain a discount from the members price, and the distributors would be offered a discount from the retail price. (paper apart)

It was agreed that all LPs (Society or otherwise) currently on the stock list would be reduced to £1 each, and that no more records would be manufactured or stocked.

The current policy whereby books with stocks of over 1000 would remain on the sale list until such time as the stock levels fell below 500, was confirmed.

#### **NON-RSCDS STOCK ITEMS F96/64**

It was agreed that the Society would sell such stocks of Non-RSCDS items as were currently held. In future the Society would stock Branch merchandise (tapes, cds or books) provided they were of sufficient quality (as a guide items over the following prices would be acceptable: Books: £3, Tapes: £5.

The Society would retain 1/3 of the selling price provided all items were clearly marked as Branch items, and they were on a sale or return basis with settlement of accounts by the Society, in January and July.

It was further agreed that HQ would not stock any further non-Society or non-Branch items.

#### **SUMMER SCHOOL REFUNDS F96/65**

After some discussion it was agreed that there should be no change to the current "no-refund" policy at Summer School.

#### **BULLETIN/DIRECTORY F96/20**

Miss Parker had provided quotations for a revised format for the Bulletin and a proposal regarding a Directory of Branch and Affiliated Group Secretaries, the Committee approved the expenditure, provided the General Purposes Committee approved the layout etc.

#### **CHARITY STATUS F96/66**

It was noted that 17 Scottish Local Associations had successfully achieved charitable status. Five Local Associations throughout the UK had chosen not to apply for charitable status and their funds had passed to HQ.

It was agreed that provided any grant request form was for less than one year's expenditure, the grant would be given.

The Worthing Local Association had decided to disband due to their perception that the responsibilities would be too great, and it was noted that the Chairman and Secretary had written to try to dissuade them from this decision.

#### **TEACHERS ASSOCIATION FEES F96/67**

It had been agreed at the last meeting that the proposed charges for the Teachers Associations would be £100. Several letters had been received from the Australian Teachers Association (ATA) indicating this was too high a levy for their group.

Whilst the Committee appreciated that the two Teachers Associations were diverse organisations they were not able to sanction two different fee levels. Should the ATA wish to apply for a grant towards expenditure during the period of their development, this may be considered.

#### **DONATION F96/68**

The Committee were delighted to hear that Mrs Yasumuro had again donated approximately £600 to the Society at this year's Summer School. It was agreed that this sum, together with a similar sum donated last year, and a further donation of £400 from Mr Clement came to approximately £400 short of the cost of a new Electric piano (clavichord). The Committee agreed to fund the difference, up to £500, in order to purchase a Yamaha P300 (which had been recommended as being appropriate for Society purposes).

#### **CCPR PROMOTIONS OFFICER F96/69**

It was noted that the London Local Association had requested that the Committee reconsider its decision not to contribute towards the funding of the CCPR Promotions Officer. The Committee agreed that as the Society was hoping to appoint its own Development Officer (through a grant from a Trust) to promote



YSDA and the Society, that they were not able to fund the CCPR project.

**BOOK 39**

**F96/70**

The Committee were disappointed to note that despite a vigorous, although hurried, proof reading of Book 39 it now appeared that there were some errors in the publication. One error, partially caused by the printers, had been corrected in an addendum, issued at the time of release, and the cost of the addendum would be partially funded by the printers.

**AGM MOTION**

**F96/71**

*"This meeting notes with disquiet the financial losses incurred by HQ and the increases in capitation fees passed on to Society members. HQ is therefore instructed to observe strict economy in future to cut its coat according to its cloth"*

The Committee discussed the above motion submitted by the Cheltenham Local Association, and agreed that the committee already had this aim, and had managed to substantially reduce the proposed 1995-96 deficit from £30,000.

**ANY OTHER BUSINESS**

**F96/72**

**Long Term Membership**

**F96/72/1**

Mr Watson asked the committee for guidance on how to deal with Long Term Members. It was noted that Headquarters wrote off the Long Term Membership Fees over a period of years, rather than making use of the full subscriptions in the year in which their subscription was taken out. All the funds from the Life Members had already been written off.

It was further noted that the Life and Long Term Members of the Society, must continue to be life/long term members of their chosen branch until such time as their membership has expired. Such members also retain the option to transfer their membership to another branch.

**DATE OF NEXT MEETING:**

Saturday 19 October 1996



**MINUTES OF MEETING OF FINANCE COMMITTEE  
HELD ON SATURDAY 19 OCTOBER 1996, AT 1030 HRS  
AT 12 COATES CRESCENT, EDINBURGH**

**PRESENT**

Mr R Turnbull (Convener), Mr G Lawson (Chairman), Mr W Clement (Vice Chairman), Mr S Adam, Mr J Douglas, Miss D Hamilton, Mr D Ross, Mr D Watson, Miss G Parker (Secretary) and Mrs M Jeffcoat (Treasurer)

relating to particular shares subject to market conditions, and and loss shown would relate to changes from the market value on the previous statement. This did not however necessarily reflect the position of the shares in relation to their cost to the Society.

**APOLOGIES** F96/73

Mr A Gray

It was noted that the distribution of Book 39 this year had not been wholly successful as several parcels had arrived at their destinations damaged and sometimes without the books. In order to ensure that the Bulletins arrived safely, it had been agreed to send them by an alternative posting method which meant that the parcels could be fully sealed, had less weight restrictions and had a quicker posting time. This would however add approximately £600 to the posting costs.

**MINUTES OF LAST MEETING** F96/74

The minutes of the meeting of 17 August were approved subject to minor correction.

**MATTERS ARISING** F96/74

**Book 39** F96/74/1

It was suggested that the proof reading for future subscription copies should be undertaken by a non-musician.

**INVESTMENT POLICY** F96/76

It was noted that the General Purposes Committee (GPC) had rejected the brokers advice to change the investment policy on the Jean Milligan Memorial Fund Investments to give emphasis to both income and capital. It was agreed to recommend that the GPC reconsider their decision, and to remind them that a high income investment policy has an inevitable result of capital loss. It was also agreed to recommend to GPC that they should in future take responsibility for the Fund.

**Worthing Scottish Country Dancers**  
F96/74/2

It was noted that the former RSCDS Worthing Branch had not yet returned the branch funds to Headquarters and therefore the Secretary would send a further reminder.

**Promotional Leaflet** F96/74/3

Mr Clement advised the Committee that the Scottish Traditions of Dance Trust (STDT) had produced a colour leaflet, which was widely available. This was superior to the current black and white version produced by the Society, and it was agreed that the Committee would consider a quotation for a colour brochure.

In relation to the General Fund, it was agreed that the Committee would take the brokers advice and would therefore sell the Abtrust High Income Equities. The broker's advice regarding a suitable reinvestment would be sought.

**FINANCIAL MATTERS** F96/75

The first quarter statements were considered by the Committee, and various issues were raised, including the fact that due to the current accounting policies the investments were now shown at market value rather than at cost. Thus a loss may appear on the statements

Given the high state of the Stock Market, it was agreed to seek the broker's advice regarding the possibility of the Society selling some equities (in order to take advantage of the gains achieved) and to reinvest the funds once the market fell.



### **SUMMER SCHOOL FEES F96/77**

In order to take into account the increased amounts being charged, it was agreed that the fees for the 1997 Summer School would be as follows:

*(\*) including early discount*

#### Residential

1 week £232 (\*) - £248 otherwise

2 week £464 (\*) - £496 otherwise

#### Non residential

1 week £67 (\*) - £75 otherwise

2 week £134 (\*) - £150 otherwise

Students under 21 would receive a reduction of £50 per week funded from the Jean Milligan Memorial Fund.

### **PRICING SYSTEM F96/78**

It had previously been agreed that the Society would offer members a discount from the retail price and branches would be offered an additional discount from the members price. A new price list was now in force which gave members a 15% discount from the retail price, branches and retailers 30% from the retail price and distributors 60% from the retail price. These discounts applied to sales of CDs, Cassettes, Books and Videos. Branches would continue to receive 10% discount from the accessory items.

### **STOCK POLICY F96/79**

It had previously been agreed to recommend that the Society should stock RSCDS Branch items for sale. It was noted however that the Publications Committee had recommended that the Society should also consider stocking non-RSCDS items, and that all such items should be assessed by the Publications Convener or the Music Convener. It was further suggested that any recommendation by the Conveners was ratified by the Publications Committee, at their next meeting. On this basis the Committee agreed that such additional items be stocked.

### **Card Cribs F96/79/1**

It was noted that the costs charged by the supplier, had risen to such an extent that the Society would be forced to increase

the retail price beyond that which the market would bear. It was agreed that should the supplier not be able to grant a better reduction, this item would not continue to be stocked.

### **SUMMER SCHOOL INSURANCE F96/80**

The Summer School Committee had asked that the committee reconsider offering an insurance policy. However, it was noted that any such scheme would require compulsory uptake and it was not possible to find a policy which was all-embracing. It was agreed not to proceed further.

### **SPONSORSHIP F96/81**

It was noted that the application for sponsorship which had been submitted before the Thompson Trust had been rejected, and Mr Clement agreed to investigate the matter further.

### **SCROLL BADGE F96/82**

It was noted that the Scroll recipients currently received the Society's Scroll of Honour, together with a china plate commemorating Miss Milligan. It was agreed, in accordance with a recommendation from the General Purposes Committee that a scroll award badge would be commissioned and sufficient would be purchased to enable all of the current holders, and future recipients to receive one. A budget of £300 was approved.

### **REPLACEMENT PHOTOCOPIER**

**F96/83**

It was noted that the current agreement with Rank Xerox was to finish in 1998, however the office were experiencing problems with the contract resulting in excessive delays in maintenance and supplies. A proposal whereby Canon would pay the early termination penalty and supply a new machine on a five year rental was considered and rejected.

### **AFFILIATION FEES F96/84**

It was noted that 24 affiliated groups had resigned since the affiliation fee had been increased to £20. Two suggestions had



been submitted whereby it was suggested that the Society should investigate a system of affiliation fee linked to membership numbers, and one whereby overseas groups paid a different rate (given difference in exchange rates).

Both suggestions were discussed and rejected, similar suggestions had been considered when the increased affiliation fees were appraised.

**DONATION** **F96/85**

It was noted that the Gifu Scottish Country Dance Club from Japan had donated £550 to furthering the work of the Society. This was greatly appreciated and a suitable project would be given funding.

**COMMEMORATIVE STOCK ITEMS** **F96/86**

It was noted that the 75th Anniversary Sub-Committee had submitted suggestions as to commemorative items. It was agreed that no perishable items, and no alcoholic items could be stocked, however a budget of £5,000 would be granted as the initial outlay on commemorative stock. It was recommended that a limited range of items were considered and that only such items as could reasonably be expected to sell within the year should be purchased.

**DISTRIBUTORS** **F96/87**

It was noted that an order had been received which included some Non-RSCDS items and some items relating to the Examinations. It was agreed that any agreement with a distributor could not include non-Society items (inc Collins Pocket Reference), and should not include items such as Examination Syllabi, or Notes to Tutors.

**STAFF** **F96/88**

It was noted that the office staff were under considerable stress, and that the staff numbers had not been increased since 1983. Within the last 18 months a considerable amount of additional work had been placed on HQ, and to date this

had been taken on board by the staff. It was agreed to consider the matter further. Further staff matters were discussed

**INTERNET** **F96/89**

It was noted that the time had come where the Society must consider setting up a Web-Page. It was agreed that while this would give the Society the option of using E-Mail the address would not be advertised in order to save the staff from being inundated with inappropriate requests. The Web-Page would be used purely as an advertising outlet, and must be professional in it's image. It was noted that Mrs Jeffcoat wished to bid for designing and uploading the page, although it was also agreed that the Society would wish to retain control of the page.

**VOTE OF THANKS** **F96/90**

Mr Lawson thanked Mr Turnbull on behalf of the Committee for convening what was one of the more difficult Committees. Mr Turnbull also thanked Mr Lawson for his support, and wished also to thank all members of the Committee, particularly those who would not be returning next year.

**DATE OF NEXT MEETING** **F96/91**

The next meeting will take place on Saturday 1 February 1997, at 10.00 hrs.



**The Royal Scottish Country Dance Society**  
**MINUTES OF MEETING OF FINANCE COMMITTEE**  
**HELD AT 1000 HRS ON SATURDAY 1 FEBRUARY 1997**  
**AT 12 COATES CRESCENT, EDINBURGH**

**PRESENT:** Mr R Turnbull (Convenor), Mr W Clement (Chairman), Mrs L Gaul (Vice Chair), Mr G Lawson (Imm Past Chair), Miss M Ross, Mr D Ross, Mr J Douglas, Mr D Watson, Mr A Mair, Mrs M Jeffcoat (Treasurer), and Miss G Parker.

**OPENING COMMENTS:**

Mr Turnbull opened the meeting by welcoming all to the meeting, those new committee members, those returning and those who had not served on the committee before. It was noted with sadness that Mr Clement and Mrs Gaul had both represented the Society at the recent funeral of Miss Kitty McLauchlan.

**MINUTES OF LAST MEETING**

The minutes of the meeting of 19 October 1996 were approved by the committee.

**MATTERS ARISING**

**Sponsorship (F96/81)**

It was noted that Mr Clement had met with the secretary of one of the trustees of the Thompson Trust, to whom an application had been submitted for funding of a promotions officer. It was understood that the initial application for £20,000 had been considerably more than the Trust was able to consider however they would be prepared to consider another application were it more in line with a figure of £2,000. The Trust were also particularly interested in funding projects involved with children.

It was noted that the Young Scottish Dancers Association (YSDA) were preparing an application for funding. Should funding not be available from either the Thompson Trust or The Jean Milligan Fund, funding had been approved for the YSDA to proceed with their proposals for suitable events to celebrate the 75th anniversary.

**Scroll Recipient Badges (F96/82)**

It was noted that a quotation had been received which was within the budget of £400 previously set by the committee. The badges would be ordered shortly and were expected to have a 7-9 week delivery date.

**FINANCIAL STATEMENTS** F97/1

Bank Charges (F97/1/1)

It was noted that the amount of bank charges was considerable, although this was as a consequence of the increasing amounts of payments by members using credit card facilities. It was agreed that a check would be made on the rates charged to the Society by the banks.

Investments (F97/1/2)

After some discussion it was agreed that the brokers should be approached on a more regular basis in order to ensure that as much advice as possible was being obtained on the current investments. The current agreement with the brokers was that they did not manage the account on an on-going basis but acted periodically and at the Society's request thereby only incurring a commission on transactions.

It was noted that the General Purposes Committee had asked that management of the investments for the Jean Milligan Memorial Fund should now be transferred to them.

Stock Reordering (F97/1/3)

It was noted that there were several publications which were now at such a level that reordering would be necessary within the next year. It was noted that revising the publications was a long term project, and it was therefore agreed to recommend to the Publications Committee that they consider reviewing the contents of these books. It was further agreed that the Publications Committee should be provided with a copy of the stock figures in order that they could ascertain their own priorities for revising older publications.

It was noted that 3 publications would need to be reordered shortly and Mr Turnbull and Miss Parker would assess the quotations to ascertain the appropriate reorder amount.

It was agreed that the committee would consider further offering a complete set of books at a reduced price.



#### Accessories (F97/1/4)

It was agreed to reorder a small quantity of gents, and small umbrellas, and to consider further whether or not to stock place mats with scenes relating to SCD. After some consideration it was agreed that there were too many practical restrictions to allow the Society to consider stocking earrings (hygiene, allergic reaction, etc.)

#### **SALE OR RETURN ITEMS F97/2**

It was noted with some concern that Head Office had received a sale or return order from a Branch in excess of £1880 which had resulted in a sale of only £145. There was a considerable amount of work for HQ staff in fulfilling the order and then returning to stock such a large number of items. Several options were considered although it was agreed that the Society would continue to offer sale or return items on the same basis as previously. Should such excesses be repeated the Committee would look further at amending this policy.

#### **COMPUTER SYSTEM F97/3**

Mr Gray reminded the Committee that he was currently Professor of Computer Sciences at South Wales University and that his specialism was in Database systems.

The Society, he said, currently had 4 workstations (including one Olivetti 386, and one laptop), one workstation/server, three printers, a backup system, networking and word-processing, spreadsheet and database facilities. The office was however experiencing problems with the system.

The problems had arisen due to a variety of factors, including the initial success in installing the system, the progress of the staff, the need for more sophisticated database, and the fact that the system was already doing far more than had been initially anticipated.

The system was currently providing information accurately but was excessively slow. This could be attributed to network problems, capacity, locking mechanisms, a lack of local software support, and weaknesses in design caused by the expanding system. This, along with the call for E-mail facilities, and an increasing pressure to do more, had resulted in this need for adjustments to the system.

It was agreed that, subject to a budget of £4,500, equipment would be purchased including a dedicated Compaq server, upgrade of RAM to 32mb per machine, installation and maintenance of a Novell

network, upgrade of cabling, an upgraded backup system, modem and E-mail software. It was also agreed that should it be required a workstation would be purchased to replace the Olivetti 386. Training would also be provided for the office staff.

It was further agreed that while the hardware would be made available for access to E-mail some form of filtering would be required in order that the Head Office was not inundated by requests. A professional design company would be approached to design a Web Page in consultation with Mrs Gaul, Mr Gray, and Miss Parker.

Mr Turnbull, on behalf of the Committee expressed their appreciation of the most detailed and helpful report presented by Mr Gray, and for the time spent in assessing the system prior to making his recommendations.

#### **COMMITTEE EXPENSES F97/4**

It was noted that many committee members travelled long distances to come to committee meetings. The cost of air travel to and from London had risen greatly and it was noted that this could now be £195. It was agreed that the Society had to recompense travel expenses in order to ensure that the business of the Society was properly conducted.

It was recommended that in future all expense claims for travel by rail or air must be accompanied by a receipt. It was further recommended that effective from meetings held after 1 July, the overnight allowance be increased to £35 (provided a receipt was provided), otherwise the overnight allowance would be £10.

The Secretary would maintain a list of Bed and Breakfast establishments which were reasonably priced, and members attending meetings could request further details.

#### **REQUESTS FOR FUNDING F97/5**

##### **CD to accompany Collins Pocket Reference (F97/5/1)**

It was noted that the Collins Pocket Reference to Scottish Country Dancing had proved a most successful publication and that the publishers were preparing a second edition to be issued in the Spring. It had been suggested by the Publications Committee that a CD be issued to accompany the book, and funding was requested. It was noted that the proceeds of CDs 1,2,3 were such that funding from this would be available to fund the production of this CD. It was understood that the production costs were likely to be kept down since there would be a limited amount of



new recording required. It was understood that the production costs would be such as to enable the CD to be sold at a profit.

#### **Examination Classes (F97/5/2)**

It was noted that requests for support towards examination classes in Richmond and South Wales had been received. Grants were approved.

#### **DISTRIBUTORS**

**F97/6**

##### **Island Music (F97/6/1)**

It was noted that a trade supplier from Canada had initially requested distributor status whereby they would receive 60% discount from the recommended retail price. Having followed up the references it was agreed to provide them with Trade status whereby they were entitled to a 30% discount. Prior to the initial order being distributed confirmation was received that these terms were acceptable and the order was distributed.

Island Music now disputed the rate of discount and had not to date paid their initial invoice, issued some 3 months later. It was agreed that a further letter would be issued indicating that they must either settle the invoice or return all the goods.

##### **Highlander Music (F97/6/2)**

It was noted that Mr Crawford of Highlander Music had published in his winter catalogue that Scottish Reflections had been "withdrawn due to poor quality". Miss Parker had written to him expressing her concern at such a statement, reminding them of the Society's returns policy, and requesting some explanation. To date no CDs had been returned from Highlander Music, although Mr Clement indicated that he had received two CDs returned from Japan which had not played satisfactorily. Mrs Gaul had also experienced some difficulties.

It was stressed that any problems with recordings must be intimated to the Secretary in order that she could contact the manufacturer to ascertain whether there was a problem with the DAT master.

Mr Watson agreed to investigate through professional contacts whether there may be cause for concern with this recording and agreed to liase with Miss Parker and Mr Clement.

#### **ANY OTHER BUSINESS**

##### **Bank Signatories**

**F97/7**

It was agreed that the new Vice Chairman should be included on the list of cheque

signatories and that Mr Lawson as past Chairman should be removed.

##### **J. Senior Agreement**

**F97/8**

It was noted that the yearly agreement with Mr James Senior to allow him to make use of the Society logo in his advertisements was now due for renewal, although the payment of £1750 was not due until 30 June. It was agreed to renew the agreement on the previous terms.

##### **Bulletin**

**F97/9**

It was noted that the Society was currently investigating whether the Bulletin might attract a sponsor. It was agreed that should such a sponsor be forthcoming suitable space would be made available on the outside back cover. It was agreed that the advertising rates would require to be amended and could be increased in line with the circulation and benefit received by advertisers. It was recognised however that there was considerable benefit to branches in advertising in the Bulletin and therefore a differential in the advertising rates must be maintained.

After considerable discussion it was agreed to leave the matter of the specific rates to the Convener and Secretary.

It was agreed to offer Bands a lineage advert of up to 40 words for £50 which would be included in a band directory section within the Bulletin. If a band wished to place a display advert this would be charged at commercial rates.

##### **AGM Sales**

**F97/10**

It was noted that the shop at this year's AGM had sold some £2,000 of stock. Considerable thanks were due to the staff and helpers. It was noted that the account for the Society portion of AGM expenses amounted to £448.55.

##### **Branch Accounts**

**F97/11**

Mrs Jeffcoat reminded the Committee that the RSCDS had a duty to assist the local associations to conform with the Charity regulations, which required that the format of their accounts be in a particular manner. It was noted that the regulations were slightly different in Scotland and England/Wales and therefore it was agreed that a proforma format would be issued to all UK branches. All branches would be requested to continue to submit their accounts to the Society.

##### **DATE OF NEXT MEETING**

The next meeting will take place on Saturday 26 April 1997 at 1000 hrs.



*The Royal Scottish Country Dance Society*  
MINUTES OF MEETING OF FINANCE COMMITTEE  
HELD ON SATURDAY 26 APRIL 1997 AT 10.00 HRS  
12 COATES CRESCENT, EDINBURGH

**PRESENT**

Mr R Turnbull (Convener), Mr W Clement (Chairman), Mrs L Gaul (Vice Chairman), Mr G Lawson (Imm. Past Chairman), Mr J Douglas, Mr A Mair, Mr D Ross, Mrs M Ross, Mrs M Jeffcoat (Treasurer), and Miss G Parker (General Secretary).

**APOLOGIES**

Mr A Gray, and Mr D Watson

**MINUTES OF LAST MEETING F97/13**

The minutes of the meeting of 1 February were approved with the addition of Mr Gray to those indicated as being present.

**MATTERS ARISING F97/14**

**Sponsorship (F96/81)**

An application had been submitted to the Thompson Trust, on behalf of the Young Scottish Dancers Association.

**Scroll Badges (F96/82)**

It was noted that the badges had just been received

**CDs of Collins Publication (F97/5/1)**

It was noted that although the previous minutes indicated that funding would be available for one CD to accompany the Harper Collins' publication "Pocket Reference to Scottish Country Dancing" it was acknowledged that there would be a need for two. The Publications Committee might also consider the marketing advantage of recording the CDs in such a way that the SCD and the ceilidh/party dances were mixed. This could encourage non-Society dancers. Mr Clement advised the committee that no firm decision had been made about the contents of the CDs.

**Island Music, Vancouver (F97/6/1)**

It was noted that this trade outlet had disputed the rates of discount being offered and therefore had agreed to return the goods dispatched to them on 5 November 1996. No goods had been received in the two months since Island Music had agreed to return the goods, and the Secretary would contact them again.

**COMPUTER F97/15**

The office had now completed phase I of the process of upgrading the computer system. This had resulted in the purchase of additional hardware, which had just been installed.

Additional training had been arranged for the staff and this was to be an ongoing programme.

Phase II would be the installation of E-Mail facilities. The hardware was now available and would be installed when staff time permitted, although it was agreed that this phase could not be implemented immediately.

**FINANCIAL STATEMENTS F97/16**

The financial statements were considered in detail and approved.

**VIDEO OF MANUAL F97/17**

It was noted that the invoice for the re-filming session had now been settled and that the General Purposes Committee had indicated that before any further action could be taken an estimate for the remainder of the work must be provided. The original budget for this project had been £10,000 and the expenditure to date was approximately £15,000, which had been funded from the Jean Milligan Memorial Fund. The estimate, which covered editing the two sections (dances and steps/formations), indicated that an additional £4,500 would be required. This did not cover the cost of duplication, audio recording and other incidental expenses involved in completing the project (i.e. inlay cards and sub-committee expenses)

Mr Mackay would be asked to prepare a report on the progress to date of the video which would be presented to the Executive Council.

The Committee recommended that should funding not be approved from the Jean Milligan Memorial Fund, the additional expenditure would be financed from General Funds up to a limit of £6,000. It was considered that the revenue from sales of the video, might be credited to the Jean Milligan Memorial Fund.

It was agreed that in future projects one person must be given responsibility for overseeing the production and a formal written agreement must be established before any work began.

**INVESTMENTS F97/18**

Mrs Jeffcoat advised the Committee that she had sought advice from the stockbrokers regarding the current investments held by the Society. They had recommended no change.



Following the previous meeting Mrs Jeffcoat had contacted another firm of brokers to investigate their services and charges. After consideration it was agreed that the current brokers provided adequate advice at reasonable rates and therefore it was agreed to remain with them.

**STAFF MATTERS F97/19**

The staff were congratulated on their work over the past year, throughout what had been a difficult year. It was noted that it may be necessary to consider employing additional staff and Mrs Gaul agreed to undertake a review/appraisal of the staff before any further action was taken. It was agreed that in future the Committee would appoint someone to undertake a staff appraisal each year.

**NEWSBRIEF F97/20**

It was noted that the Publications Committee had recommended that in future the Society should consider not issuing a subscription book of dance instructions, but should replace this with a twice-yearly Newsbrief.

The financial implications would be considered once a decision had been made by the Executive on this matter, although it was pointed out that this could have an effect on the income from sales of publications/tapes, and attendance at summer school.

**SUMMER SCHOOL F97/21**

The Summer School Committee had recommended that a refund of expenses, should be paid to non-resident staff at summer school. It was agreed that the Summer School committee had a budget and they were entitled to make whatever payments they deemed necessary, taking account of their budgetary consequences.

**DONATIONS F97/22**

The Committee were reminded that a donation, of over £250 as a one-off gift, by a person paying UK tax may be given under "Gift Aid". This allowed the Society to reclaim Income Tax on the donation. The Treasurer agreed to ensure that forms are made available on request.

**Miss Katherine McLauchlan F97/22/1**

The Secretary reported that "Kitty" McLauchlan had bequeathed to the Society 20% of the residue of her estate, and four volumes of Neil Gow. The Committee were most grateful for her generosity. Miss McLauchlan, who died on 25 January 1997, had been a long-standing pianist at Summer School, a dedicated member of the

Publications Committee, and a representative of RSCDS New Zealand Branch for many years.

It was noted that a member from California, had recently named the Society as a partial beneficiary in her estate and while the Committee was extremely grateful for this generous gesture they wished her continued good health and longevity!

**ACCESSORIES F97/23**  
**Calendars F97/23/1**

Following the successful the sale of calendars in 1996 despite the lack of advance publicity, it was agreed to continue to stock calendars. The design would be adapted to allow a small space for appointments. The calendar would show scenes of Scotland and would include a section with the Society's logo. They would retail at £4.00 each.

**Place Mats F97/23/2**

Discussion was deferred.

**Umbrellas F97/23/3**

As the cost of umbrellas had risen it was agreed not to reorder from the existing supplier but to investigate alternative suppliers.

It was agreed that a comments sheet would be made available to members attending Summer School to enable them to list additional they would like the Society to consider stocking. It was agreed that the Society could not stock any perishable items.

**CHARITY STATUS F97/24**

It was noted that several Scottish Local Associations had, apparently, neither applied for charitable status nor make a decision to remain non-charitable.

A reminder would be send to all Scottish Local Associations advising them of the process for applying for charitable status and the process for returning funds gained under charitable status if they chose not to apply for their own charitable status.

It was further noted that two English Local Associations had been formally granted charitable status and that the Charity Commission had required that the standard constitution must be adopted, although additional local rules were acceptable.

**CARRYING CASE FOR CLAVICHORD F97/25**

It was agreed to purchase a special reinforced case for the clavichord, at a cost of £160, in



order to ensure that it was adequately protected during transit.

**PHOTOCOPIER F97/26**

The office was experiencing many problems with the current photocopier which was currently doing approx. 140,000 copies per year. It was noted that a new risograph which was able to carry out large runs at significantly less cost, and considerably faster, would cost in the region of £16,000. A new photocopier would cost in the region of £7,500. However the current photocopier was on a five-year lease until October 1998, and the Society would have to pay the rental for the full period.

It was agreed to negotiate with the current photocopier company, and to reassess the situation at the next meeting.

**OUTSTANDING ACCOUNT F97/27**

It was noted that a Local Association had outstanding accounts totalling £319.82, which dated from September and November 1996. Three reminders had been issued and Miss Parker had recently written to the Chairman of the Local Association. It was agreed to write via registered post and also to raise the matter with the Executive Council Representative of the Local Association.

**FUNDING APPLICATION F97/28**

**RSCDS Dumfries Branch F97/28/1**

An application for funding assistance for an examination course, had been received from a local association. It was agreed that no funding would be available because

- the numbers attending the course had fallen below the number recommended by the Examinations Committee to run such a course (unless in exceptional circumstances there should be no fewer than six candidates to justify two examiners travelling to the place of examination. If one local association does not have the required number of candidates they should be encouraged to liaise with another local association unless the individual local association is prepared to pay all expenses)
- the application for funding was submitted after the course had started
- the contributions from both students and local association were considered to be insufficient.

**1998 AGM F97/28/2**

A meeting had taken place with RSCDS Glasgow Branch. It was now apparent that the Society's contribution towards the use of the Kelvin Hall for the Open Forum, Class and AGM, was likely to be £3,200. The revenue

from the class would be offset again this. It was agreed to request that the General Purposes Committee look into any other means by which income could be derived to offset these costs.

**ANSWERING MACHINE F97/29**

The current machine was now faulty and could not be repaired. It was agreed that a suitable machine would be purchased at a price not to exceed £90.

**NON-SOCIETY STOCK F97/30**

The Society's normal terms for non-society goods are: sale/return with the Society retaining one third of the retail price, and settlement on a six monthly basis (following stock takes).

It was agreed that where purchases were large enough settlement could be on a quarterly basis.

**OVERSEAS SUBSCRIPTION RATES F97/31**

Correspondence had been received indicating that the current exchange rate of the SA rand meant that the cost of RSCDS subscriptions had increased. The Committee fully sympathised with the problems involved with a fluctuating rate of exchange. The Society however accepted credit card payments by Visa, Mastercard, Delta, Access and Eurocard, which should help to reduce cost of payments. It was agreed that it would be inappropriate to set up a new subscription rate for overseas members.

**DATE OF NEXT MEETING F97/32**

The date of the next meeting will be Saturday 16 August.



# *The Royal Scottish Country Dance Society*

MINUTES OF MEETING OF FINANCE COMMITTEE  
HELD ON SATURDAY 16 AUGUST 1997 AT 10:00 HRS  
12 COATES CRESCENT, EDINBURGH

## **PRESENT:**

Mr R Turnbull (Finance Convener), Mr W Clement (Chairman), Mr G Lawson (Past Chairman), Mr J Douglas, Mr A Gray, Mr A Mair, Mr D Ross, Miss M Ross, Mrs M A Jeffcoat (Treasurer), and Miss G Parker (Secretary) *D Watson*

## **APOLOGIES:**

Mrs L Gaul (Vice Chairman) was on Society business and had tendered her apologies to the meeting.

## **MINUTES OF LAST MEETING F97/33**

The Report of the last meeting having been ratified by the Executive Council, the Minutes were approved.

## **MATTERS ARISING:**

### **Overseas Subscriptions (F97/31)**

Further correspondence had been received regarding this matter. The committee discussed fully the question of a different subscription rate for overseas members, and while they sympathised with overseas members, the Committee stood by its previous decision and agreed that there should be no change to the current policy. Should a local association find itself in difficulties the Committee would consider this on an individual basis.

### **Maintenance Programme**

It was noted that no programme had yet been produced. It was agreed to keep the matter under review and to establish a programme to ensure that the building was maintained in adequate repair.

### **Computer Equipment (F97/15)**

It was noted that the current computer equipment included an old 386 computer which was considerably slower than the other machines. The Secretary reported that the laptop computer had been taken to Summer School this year, along with one of the printers, and the modem, and this had proved to be extremely useful. Unfortunately this left the office without a machine for one month which had caused some difficulties. The Committee agreed that a further machine would be purchased to replace the 386 machine as part of a rolling cycle of replacement.

## **FINANCIAL STATEMENTS F97/34**

The Committee considered the figures for the year and agreed that there had been little apparent decrease in membership figures as a result of the increase in subscriptions. The budget for the year was agreed and it was accepted that along with standard accounting policies any purchases would be capitalised, and depreciated.

## **INVESTMENT POLICY F97/35**

It was reported that the Society would lose the tax repayment on dividends with the changes that were proposed for adoption in 1999. This would mean that the Society would need to reconsider its investment policy. It was agreed to defer this matter to the next meeting.

## **STRATHSPEY SALES F97/36**

Strathspey Sales Ltd., had ceased trading in 1996. All stock had been transferred to the Society. The company continued however to be required to submit returns to Companies House and to the Inland Revenue, and risked penalties should the returns not be submitted timeously. It was agreed to have the company struck off.

## **1998 CONTINGENCY FUND F97/37**

It was noted that the proceeds of the 1996 and 1997 Summer Schools raffles had contributed to the fund, in the amount of £2,475.65. The Committee agreed that this money should be used towards the costs of the special events which were planned for the 1998 Summer School.

A request for funding for an event during the celebrations had been received. It was agreed that the Society could not underwrite the events planned by the various local associations.

## **DONATIONS F97/38**

The Committee were extremely grateful for the generosity of the various members who had so kindly donated or bequeathed money to the Society over the past year.

## **Miss "Kitty" MacLauchlan F97/38/1**

The Committee were delighted to be informed that the first instalment of the bequest to the Society from Miss Katherine MacLauchlan had



amounted to £60,000. It was understood that a further residual payment may be forthcoming once the final duties were established.

The Committee noted that the money had been isolated and was earning interest although the Treasurer reminded the Committee that if it was known that the money would not be spent for some months a more appropriate investment could be established.

It was agreed that the money could not be used before the General Purposes Committee was able to consider the matter and to bring it before the Executive Council at their next meeting in November. It was felt that it could be at least 6 months before a suitable project was established and agreed upon.

**Nancy "Biddy" Fawdry** F97/38/2  
It was noted with pleasure that Miss Fawdry had bequeathed £500 to the Society from her estate.

**Mrs Yasumuro** F97/38/3  
The Secretary advised the Committee that Mrs Yasumuro, had again kindly donated ¥100,000 (£487.68) to the Society this year, while attending the Summer School.

**Mr Miyakawa (Tokyo Scottish Dance Club)** F97/38/4  
A Nicam digital stereo television and video set had been donated to the Society to replace that which had been donated some years before.

Mr Watson agreed to provide a valuation of the existing TV and video set and it was agreed to sell the equipment.

**NEWSBRIEF** F97/39  
The Publications Committee were considering expanding the Newsbrief and increasing the frequency of distribution in the future. It was agreed funding would be available so that sufficient copies of the Newsbrief could be issued to each branch. It was expected that each branch would ensure that their members received the Newsbrief.

**PHOTOCOPIER** F97/40  
Headquarters were continuing to experience problems with the photocopier, particularly on long runs. The present photocopier was on a contract - due to end in October 1998 - which could not be broken.

After considerable discussion it was agreed that the Society's need to reproduce documentation for Summer School, AGM, Executive Council, etc., was increasing and that the most appropriate machine would be a risograph. This would save time and money on large scale runs (over 100). It was agreed to purchase an appropriate machine. The current photocopier would be kept for use on small runs.

A suitable maintenance contract would be established for the new risograph.

**STAFF MATTERS** F97/41  
It was noted that Mrs Doreen Kelly, (part-time office assistant) had tendered her resignation and left the Society in May. Following previous discussions, a full-time "skillseeker", Susan King, had been taken on as a trainee by the Society. A school-leaver, Miss King was on a one year training programme to obtain an NVQ.

Mr Turnbull advised the Committee that he felt that the Society would benefit from taking more of the book-keeping activities in-house. This would involve employing an additional part-timer but would still require the Treasurer, Mrs Jeffcoat, to oversee the process. It was noted that this could mean a reassessment of the duties carried out by the current staff and the employment of additional staff. The committee agreed that he be given permission to investigate the benefits/disadvantages of the proposal in consultation with the Secretary, and report back to the committee.

**ACCESSORIES** F97/42  
**Place Mats and Coasters** F97/42/1  
Mr Gray showed samples of melamine place mats and coasters, which he suggested could be sold by the Society incorporating photographs of scenes from dance titles (similar to the notelets). The Committee considered the matter and agreed to get appropriate costings for a set of six coasters. It was agreed that the place mats would be too expensive to consider.

**Umbrellas** F97/42/2  
Two quotations were considered from suitable suppliers of umbrellas, and it was agreed to stock both large golf umbrellas, and smaller telescopic umbrellas. They would be printed with the Society logo on four panels.

**Other Suggestions** F97/42/3  
The Committee considered a variety of items, following suggestions received at Summer



School. Several which had already been considered were rejected, as they were not deemed marketable.

It was agreed to find suitable suppliers, and quotations for ladies and gents handkerchiefs, and embroidered tray cloths.

**STOCK FIGURES F97/43**

The Committee assessed the end of year stock figures, together with the Summer School sales figures and agreed that Book 10 should be removed from the sale list.

It was agreed that quotations for reordering the books of dances with music should be obtained. It was agreed that any numbers purchased be kept as low as practicable to reduce the risk of overstocking.

The final order would be agreed by the Convenor and Secretary.

**EXAMINERS TRAVEL OVERSEAS F97/44**

Following correspondence, it was agreed that examiners travelling overseas on Society Examinations should be provided with a £20 per day float for emergencies. Inland Revenue requirements meant that suitable receipts must be provided and unused funds returned following the trip.

It was agreed that within reason the cheapest flights should be taken for the examiners, although they should be allowed an opportunity to comment on any arrangements, before they were finalised.

**INSURANCE F97/45**

Following a query from a local association the Secretary had negotiated with the insurance brokers regarding the cover provided for Public Indemnity. The cover had previously been £2,000,000 and Miss Parker had negotiated an increase to £5,000,000 at a slightly reduced premium! It was noted that this cover extended to all local associations in the UK whether they had charitable status or not.

Affiliated groups had a separate policy for which they paid their own premium, plus a small administrative cost.

**WEB-SITE F97/46**

It was noted that Mr Gray, Mrs Gaul and Miss Parker were working on establishing suitable material to be included in a Web-Page. This would be initially primarily for publicity of the Society to non-members, but could be

extended once the Society had established the amount of response from it.

**CHAIRMAN'S EXPENSES F97/47**

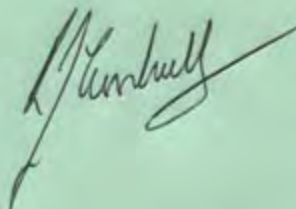
Mr Clement advised the Committee that while he was happy to support the Society in any way possible it was important that the matter of Chairman's Expenses be established. The Committee agreed that if he was visiting the Summer School as Chairman, he should not be required to pay. They further agreed that he should be given a sum equivalent to £750 for use throughout the year, and this must be accounted for by provision, where possible, of receipts for expenses.

**DATES OF FUTURE MEETINGS F97/48**

The dates of the meetings for 1998 were agreed as follows: 31 January, 18 April, 22 August, 24 October.

**DATE OF NEXT MEETING**

The next meeting of the Finance Committee will take place on Saturday 18 October at 10:00 hrs at 12 Coates Crescent





# The Royal Scottish Country Dance Society

MINUTES OF MEETING OF FINANCE COMMITTEE  
HELD ON SATURDAY 17 OCTOBER 1997 AT 10:00 HRS  
12 COATES CRESCENT, EDINBURGH

## PRESENT:

Mr R Turnbull (Convener), Mr W Clement (Chairman), Mrs L Gaul (Vice Chairman), Mr J Douglas, Mr A Gray, Mr A Mair, Mr D Ross, Miss M Ross, and Mr D Watson.

## APOLOGIES

Mr G Lawson (Immediate Past Chairman)

## IN ATTENDANCE

Miss G Parker (Secretary)

*M Watson (Treasurer)*

## OPENING REMARKS

Mr Turnbull welcomed those present to the last meeting of this session. In particular he wished to mark the fact that this was to be the last meeting for Mr Douglas who had been part of the Finance Committee for every year bar one since 1981. Mr Turnbull paid tribute to the contribution made by Mr Douglas.

## MINUTES OF LAST MEETING F97/49

The minutes were approved by the committee and signed by the Convener, after amendment to record Mr Watson's presence at the meeting.

## MATTERS ARISING

F97/50

### 75th Anniversary Fund

F97/50/1

This was a designated fund, as indicated in the Bulletin. It was noted however that there were two sources of income for this fund.

1. The major part had been raised from raffles held at Summer School over the past two years.
2. Other donations had also been received.

Therefore in future this would be shown as a separate fund to be used for the purposes indicated below:

1. Summer School celebrations during the 75th anniversary
2. General 75th anniversary celebrations

Any future decisions as to setting up new Funds should be left to the persons responsible for the management of the funds.

## Risograph Maintenance Agreement

F97/50/2

It was noted that the new risograph had been installed and had proved extremely useful

with copying the AGM and Executive Council papers. Quotations were made available for a maintenance contract for one or five years.

The committee agreed that there was no need to establish a maintenance contract, especially as the machine would be covered by a year's warranty and any call out charge was minimal.

## INTERNET WEB-SITE

F97/51

It was reported that there were two reasons for establishing a Web-site.

- Publicity of the Society to the uninitiated
- As a service to members

In order to adequately address both objectives it was agreed that it would be necessary to establish two separate sites.

One, for members, would use the URL (Address) RSCDS.Org, and the other would have a more recognisable address for those wishing to surf to a page about Scottish Dancing. The registration costs would be £120 per site.

It was agreed that the working party (Mrs Gaul, Mr Gray, and Miss Parker) should continue to negotiate with the designers and to proceed to establish two sites.

The non-members site would include information on the Society, Local Association addresses (with links to their Web-sites), publication information and possibly order forms.

The members page would include items such as what is going on, summer school application forms, publication order forms, etc. With a cross reference to the non-members site.

A budget of £1500 was approved for establishment and updates.

## APPROVAL OF ACCOUNTS F97/52

It was noted that of the 124 members of the Executive Council over 75% had approved the accounts with two people indicating that they were not prepared to approve the accounts.



It was agreed that although there were several typographical errors they were immaterial as they related to last year's figures. These were to be corrected before signature by the Chairman.

It had been suggested that not enough information was given to the Executive Council and that more management figures should be presented to them. It was agreed that the function of the Finance Committee was to evaluate the management figures and each member of the committee had been elected to represent the members of the Executive Council. Should the Executive be unhappy with the outcome this would be reflected in the elections to the committee. It was further agreed that it would be impractical to provide full accounting records to each member of the Executive Council.

#### **Correspondence Regarding Draft Accounts** F97/52/1

Copies of recent correspondence on the Strathspey Mailing List (Internet E-Mail) were tabled.

Concern was raised regarding matters appearing in a public forum (internet) which are confidential. Financial information, provided to individual members of the Executive Council, must be kept confidential until such time as the AGM had approved the Accounts.

The Chairman agreed with the Committee that he would write to the RSCDS Edinburgh Branch Secretary to ascertain whether a recent message on the Strathspey mailing list regarding the Society Accounts was written on behalf of the Local Association.

The Committee also suggest that General Purposes Committee should consider establishing a policy for Internet usage.

*(After further consideration, following the meeting, the Chairman decided not to write to the Local Association until after he had obtained the approval of the Executive Council)*

#### **E-Mail Addresses** F97/52/2

It was noted that the use of the RSCDS name was clarified under the licence agreement with each Local Association. It was recommended that in order to clarify the current situation with unofficial and official sites, that there should be some conformity of names. It was suggested that in future all

Local Associations of the Society should use RSCDS name of Local Association. ie RSCDS Kentucky.

#### **FINANCIAL STATEMENTS** F97/53

The quarterly figures were considered by the committee and it was noted that the stockbroker had recommended no change to the investments.

#### **FUTURE INVESTMENT POLICY**

F97/54

Charities currently enjoy preferential tax treatment in that tax can be reclaimed on dividends.

As from 1999 this facility will be withdrawn and this could affect investment income. No further action could be taken now, until it was known what action the companies would take.

#### **REQUESTS FOR FUNDING** F97/55 **Examiners Seminar 1999** F97/55/1

It was agreed, in principle, that funding would be made available, although costs would have to be provided before any further decision could be made.

#### **RSCDS North West Craven Branch** F97/55/2

A grant towards an examination course was approved in the amount of £100, in line with other grants.

#### **RSCDS Glasgow Branch** F97/55/3

It was noted that the Local Association had requested funding for additional expenditure which was to be incurred on special 75th anniversary items for the 1998 AGM. (It was agreed that the Society pay for lunch for the scroll recipients and for any other people invited by the Society.)

Any support for the above would be part of the budget figure of £10,000 to cover all the global expenditure by the Society for the 75th anniversary.

#### **Australian Examiners Expenses** F97/55/4

It was noted that the Convener had received a letter regarding outstanding examiners expenses. As these had previously been declined by the Examinations Convener, at the time, the letter was referred to the Examinations Committee. Payment of the expenses was given subject to approval by the Examinations Committee



## JEAN MILLIGAN MEMORIAL FUND

F97/56

In line with the recommendations being put before the AGM (that the Finance Committee be responsible for the funds of the Society) the General Purposes Committee have agreed that the Finance Committee will continue to look after the investments for the Jean Milligan Memorial Fund.

## DONATIONS

F97/57

Following the notification at the last meeting of the generous donations received. It was agreed that they would be utilised in the following manner:

Mrs Yasumuro's donation would be put towards sponsoring an event at next year's Summer School.

Miss "Biddy" Fawdry's donation would be used to finance lettering identifying the Society at the front door of HQ.

Miss "Kitty" McLauchlan's donation had been isolated in a high interest account with the Chairman, Treasurer and Secretary as signatories. A review of the investment would be undertaken when the final extent of the bequeath was known.

It was recommended that no grants should be agreed from this donation until it was agreed what the overall policy might be. (ie use part as interest bearing, use part as lasting memorial, invest capital and only spend interest, spend entirety on one large project)

Miss Ethel F Campbell had bequeathed a legacy to the Society and it was agreed that this would be used towards the cost of a new colour publicity leaflet.

## ACCESSORY ITEMS

F97/58

### Coasters

F97/58/1

The supplier recommended to supply laminated coasters with scenes depicting dances had been unable to provide an acceptable quotation. Mrs Gaul agreed to investigate whether she might be able to provide details of a supplier for a coaster with the dress strathspey tartan design.

### Handkerchiefs

F97/58/2

It was agreed that a minimum order would be purchased of both mens and ladies handkerchiefs. Both would have the "crown" logo printed in blue.

Further investigation would be made into whether the handkerchiefs could be reasonably packaged in threes. If so they would be sold either in threes or individually.

### Embroidered Tray Cloths

F97/58/3

The Secretary reported that she had been unable to find a suitable supplier of these items. It appeared that the majority were imported from China. She agreed to look into it further.

### MAINTENANCE OF HQ

F97/59

it was noted that the property had been replumbed and rewired approximately 5 years ago, and therefore everything seemed satisfactory. The paintwork was also acceptable although it was suggested that the external work may require repainting next year.

It was agreed that further investigation would be made into ways in which the web of cabling from each of the computers could be tidied up. Mr Watson agreed to assist.

It was noted that the carpeting in one of the basement rooms was becoming worn. In considering how best to improve the situation, it was suggested that the photocopier and risograph should be moved from their current location. It was agreed that the Finance Convener and Secretary would investigate further.

### Staff Matters

F97/59/1

The Secretary reported that the skillseeker was not settling into the job and that the training company was not satisfactory. It was agreed that the Society would withdraw from the Skillseeker Scheme.

The Convener had discussed with the Secretary and Treasurer the practicalities of doing more of the accountancy work in-house and it was agreed that this could be beneficial without any loss of control.

It was noted that Miss Marcussen had indicated that she was interested in taking on more of the book-keeping tasks but she would require training and a member of staff from the treasurers office to help for an initial period. A software package similar to that being used in the Treasurers office would need to be added to the HQ computer system. Mrs Jeffcoat would need to continue to monitor the figures on a regular basis.



Miss Parker reminded the committee that there was a problem in finding sufficient office staff to cover the full duration of the summer school next year. Miss Marcussen was to be married and would be taking time off during the School so would be unavailable. This left Miss Parker, Mrs Dick and Mrs Watt to cover both HQ and Summer School, and both venues required two members of staff. It was important that experienced members of staff were available during this period.

**SUMMER SCHOOL** F97/60  
Costs for 1998 had risen by approximately 3%. In addition the School was to host special events for the 75th anniversary.

It was noted that the 75th anniversary fund and the money donated by Mrs Yasumuro would give a subsidy of approximately £4.50 per student.

The Director had wished that the anniversary dinners should be included in the price to students and therefore a different pricing system for each week of the fortnight was required.

It was agreed that the fees would be:  
Full Fee If Paid by 30/4

| <u>Residential</u> |      |      |
|--------------------|------|------|
| Week 1             | £255 | £239 |
| Week 2             | £265 | £249 |
| Week 3             | £255 | £239 |
| Week 4             | £265 | £249 |

| <u>Non-Residential</u> |      |      |
|------------------------|------|------|
| 1 week                 | £80  | £72  |
| 2 weeks                | £160 | £144 |

Non Residents would be given the opportunity to attend the Anniversary Dinners and would pay for the Dinner separately.

**LEGAL ADVICE** F97/61  
It was agreed that funding would be available for a solicitor to be present at the Society AGM. The Chairman and Vice Chairman had agreed that given the circumstances it was necessary that a legal expert be present. Unfortunately neither of the partners whom the Society had dealt with were available. However, Mr Reith had agreed to brief a solicitor in Aberdeen.

**TV Set** F97/61/1  
The sale of the television set which was to have been sold, had fallen through, although

Mr Watson advised that he did not consider that the new TV was compatible with the multifunction video set and did not recommend that the older TV be sold.

**Date of Next Meeting** F97/61/2  
The next meeting of the Finance Committee will be held on 31 January 1998 at 10.00hrs at 12 Coates Crescent.

The meeting closed with thanks to all concerned.

*A Watson*