

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF MEETING OF THE FINANCE COMMITTEE
AT 12 COATES CRESCENT, EDINBURGH, ON SATURDAY,
5TH FEBRUARY, 1977, AT 2.00 P.M.

PRESENT: Mr. J. Taylor (Convener),
Miss J. C. Milligan, Mr. D. Macleod, Mr. A.I.K. Baird,
Gp. Capt. D. S. Huxley, Mrs. M. Parker, Miss D. A. Paterson,
Miss M. M. Ross

ATTENDING: Miss M. M. Gibson (Secretary), Mrs. M. G. Hall (Asst. Sec.),
Miss D. M. Vaughan (Treasurer)

F77/1 NEW MEMBERS

The Convener welcomed the new members to the Committee - Gp. Capt. Huxley, and (in her absence) Miss Miller - and hoped they would enjoy the work of the Finance Committee.

F77/2 APOLOGIES

Dr. L. R. Currie, Miss F. I. Galway, Miss A. W. Miller

F77/3 MINUTES

The Minutes of the Meeting on 16th October, 1976, were unanimously approved.

F77/4 BUSINESS ARISING

(a) Recorded Music Library: The Secretary reported that £157.23 had been contributed by Branches to date for the recorded music library. So far thirty records had been purchased and a further twenty were on order. One tape recording had also been acquired.

Miss Milligan asked for a list of the records held in the library; she hoped to use the equipment (record player, tape recorder, etc) at the Summer School.

(b) Record for Book 27: The Secretary reported that the 240 records and 88 sleeves were still outstanding from the original order. The Treasurer had written to the firm concerned but reported an unsatisfactory response. She therefore proposed now to take up the matter with the guarantor who had agreed to indemnify the Society if the order (which had been paid for) was not met.

(c) Christmas Cards: It was agreed in principle to have Society Christmas Cards and the Secretary was requested to obtain quotations. If possible Christmas cards should be available for Summer School. It was remitted to the next meeting of the Publications Committee to decide numbers required. It was also decided at the same time to have Society notelets.

(d) Deep River Branch: The Treasurer had received no reply from the Deep River Branch and the Secretary was asked to take over further action in the matter and to report back.

(e) Discount: The Committee noted that the discount on Society Publications allowed to Patersons was 50%

(f) Redemption of feu: Mrs. Parker, seconded by Mr. Macleod, proposed that the feu on the property at 12 Coates Crescent be redeemed by the Treasurer on 15th May, 1977. This was unanimously agreed.

F77/8 VAT

The Convener stated that so long as we were selling direct to our own members and using the profits for advancing the work of the Society, it was unlikely that we should have any problems regarding VAT. The Committee agreed to carry on as we were doing.

Miss Paterson asked if ladies headquarters could be produced in pastel colours and the Secretary undertook to look into the matter.

F77/9 OFFICE EQUIPMENT

- (a) It was agreed to purchase two more metal cupboards for storage purposes.
- (b) It was decided to purchase a photo-copier and a maximum sum of £750 was authorised. The Secretary was asked to obtain quotations and to report her findings to the Finance Convener and the Chairman for decision.

F77/10 MEMBERSHIP SUBSCRIPTIONS

The Committee recommended (with one dissent) that the Annual Membership fee should be increased to £1 with effect from 1st July, 1978, and that a resolution should be put on the Agenda for the Annual General Meeting to this effect.

Miss Paterson, seconded by Group Capt. Huxley, proposed that the proportion of the membership fee retained by the Branch should be increased to 60p on 1st July, 1978, and it was unanimously agreed that on the increase of the membership fee to £1 the ratio of the amount retained by Branches should be 60% with 40% going to Headquarters.

F77/11 EXAMINATIONS

- (a) Examination expenses overseas: With the appointment of examiners in Australia, the Committee considered the question of expenses and it was decided that Branches holding examination classes should make the necessary arrangements with the examiners and be responsible for expenses. It was suggested that Branches might like to co-operate with each other in examination arrangements so as to reduce expenses. Examiners' fees would remain the responsibility of Headquarters.
- (b) Examination fees: It was agreed unanimously to increase examination fees to £1 for the Preliminary Test and £2 for the Teachers' Certificate, both increases to be effective from 1st July, 1977.
- (c) Examination Classes: Having examined the situation and considered the information supplied by various Branches, the Committee decided that Branches should continue as at present to run their own examination classes; owing to the expense in certain cases it was hoped that larger Branches running certificate classes would send notification to smaller Branches and to nearby Branches so that their candidates might have the opportunity of attending.

It was also considered that Branches should continue to press local authorities for all possible assistance.

F77/12 STAFF - SALARIES

Supplementary payments from 1st January and scale increases with effect from 1st July, 1977 were decided upon for the staff, together with an increase in the fee for professional services of the Treasurer with effect from 1st January, 1977. (Details in Paper Apart.)

F77/13 OTHER BUSINESS

- (a) Mr. Macleod asked what the arrangements were for insurance when Miss Milligan went abroad. Miss Milligan confirmed that she made her own insurance arrangements and that she was adequately insured.
- (b) Mr. Taylor hoped that more definite arrangements might be considered for visits overseas by Miss Milligan and other examiners and reminded the Committee that a fund had been set up for this purpose.

He also hoped that use would be made of the fund available for extension work overseas; in this respect the Committee decided that there would be an increase from £10 to £15 per head for demonstration teams going abroad, up to a maximum of twelve members in a team, and within the total amount allocated for the year.

F77/14 NEXT MEETING

7th May, 1977, at 2.00 p.m. in Edinburgh

James Taylor
.....
Convener
WA
4/5/77

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF MEETING OF THE FINANCE COMMITTEE
AT 12 COATES CRESCENT, EDINBURGH, ON
SATURDAY, 7TH MAY, 1977, AT 2 P.M.

PRESENT: Mr. J. Taylor (Convener), Mr. D. Macleod,
Mr. A.I.K. Baird, Gp.Capt. D.S. Huxley, Miss A.W. Miller,
Mrs. M. Parker, Miss D.A. Paterson, Miss M.M. Ross

ATTENDING: Miss M.M. Gibson (Secretary), Mrs. M.G. Hall (Asst.
Secretary), Miss D.M. Vaughan (Treasurer).

F77/15 APOLOGIES

Dr. L. R. Currie, Miss F.I. Galway, Miss J.C. Milligan

F77/16 MINUTES

The Minutes of the meeting on 5th February, 1977, were approved unanimously.

F77/17 BUSINESS ARISING

- (a) (i) The Convener reported that the Recorded Music Library now consisted of 43 records and 2 cassettes. Records had still to be purchased on behalf of 17 Branches. In all donations to the library had amounted to £166.53, 10 records and 1 cassette.
- (ii) It was decided that the Secretary should ascertain from the Mechanical Reproduction Society, Streatham Road, London, what the position was regarding taping music from records and under what conditions this could be done.
- (iii) Oxford University Dance Society had offered the Society 42 records (78 r.p.m.) at 10p each and the Committee decided that they should be acquired for the recorded music library.
- (b) Book 27 Records: Miss Vaughan was still endeavouring to obtain a refund to cover the short delivery of Book 27 records.
- (c) Deep River Branch. A representative of the Branch had called at Headquarters in response to the Secretary's letter and had confirmed that the Branch was no longer viable as such. He had requested that the members be allowed to revert to affiliated group status. In view of the circumstances outlined by the representative the Finance Committee recommended that the Branch be allowed to revert to the status of an affiliated group (Deep River Scottish Dancing Club) with effect from 1st July, 1977. In order to help the Group to continue to promote Scottish Country Dancing in the area, as there was reason to believe numbers might increase in the future, the Committee recommended that the present small funds continue to be held for use by the affiliated group.
- The Secretary stated that she had asked Mr. Christie, the Branch representative, to furnish the Society's Treasurer with the final accounts of the Branch.
- (d) Ladies' Headsquares: The Committee noted that pastel shades were unobtainable but approved the sample in white and decided that 100 white headsquares should be ordered with the dancer motif. The Committee also requested the Secretary to enquire about the possibility of obtaining men's white evening scarves with the motif.

F77/18 FINANCIAL STATEMENTS

- (a) The Statement of Accounts paid since the last meeting was unanimously approved. Totals: £1223.11 for January; £3885.75 for February; £1977.27 for March, 1977.
- (b) The List of Investments was accepted. The Treasurer reported that the Society was suffering from a cash flow problem and that she would be withdrawing certain investments due on 15th May. Mr. Baird suggested that the Treasury Stock at 9% should be withdrawn rather than the City of Edinburgh stock at 13% (renewable at 11 $\frac{1}{2}$ %) and it was agreed that this suggestion should be investigated.
- (c) The Comparative Statement of Estimated and Actual Income and Expenditure for the nine months ended 31st March was examined and approved.
- (d) Mr. Macleod proposed that a separate bank account be opened for sales of publications and other items. This motion was duly seconded and agreed although the Convener said that further discussion would be required before the system was adopted.

F77/19 FILM

It was agreed to recommend to the Executive Council that the film "Mr. Menuhin's Welcome to Blair Castle" should be purchased by the Society at a cost of £300.

It was further decided to put to the Council the question of whether or not it should be offered for hire to Branches.

F77/20 BRANCH PUBLICATIONS

After discussing the possibility of Headquarters stocking Branch publications and records it was decided not to do so.

It was agreed, however, that Branches could send lists of their publications to Headquarters so that appropriate information could be given to enquirers.

F77/21 VAT

The Treasurer had had further conversations with the VAT officials. The VAT system was not designed for an organisation such as the Society. It would appear that the Society would have to pay VAT but Miss Vaughan had been asked to supply further information to them. The Convener asked Miss Vaughan to produce details for the next Finance Meeting.

F77/22 MAINTENANCE OF HEADQUARTERS

The estimate for painting the general office and front door (£115) was accepted and the painter would be requested to carry out the work during the period of the Summer School.

F77/23 BADGES

The Committee considered an enquiry regarding badges and decided not to pursue the matter for the present.

F77/24 EXAMINERS' EXPENSES

The Treasurer raised a specific case regarding expenses of examiners who had been accommodated in a hotel. In the circumstances of the case the Committee gave approval for re-imbusement in full.

MINUTES OF THE FINANCE COMMITTEE MEETING
AT UNIVERSITY HALL, ST. ANDREWS, ON
SATURDAY, 30TH JULY, 1977, AT 2 P.M.

Present: Mr. J. Taylor (Convener), Dr. J.C. Milligan, Mr. D. Macleod,
Mr. A.I.K. Baird, Miss F.I. Galway, Gp.Capt.D.S. Huxley,
Miss A. W. Miller, Miss D. A. Paterson, Miss M. M. Ross

Attending: Miss M. M. Gibson (Secretary) Mrs. M.G. Hall (Asst. Secretary)
Miss D. M. Vaughan (Treasurer)

F77/28 APOLOGIES

Dr. Currie, Mrs. Parker

F77/29 MINUTES

The Minutes of the Meeting on 7th May were approved.

F77/30 BUSINESS ARISING

- (a) F77/17(a)(ii) - The Committee noted that a licence to tape music had been obtained and the Secretary outlined the conditions. The licence was renewable annually.
- (b) F77/17(a)(iii) - The Secretary reported that the 42 x 78 r.p.m. records had been acquired from the Oxford University Scottish Dance Society.
- (c) F77/17(d) - A quotation was still awaited for men's evening scarves. The firm concerned had recommended that a better material and embroidered motif would be more suitable but pending the quotation and further consideration by the Committee no further action would be taken.
- (d) F77/19 - The Menuhin film had been purchased. It was decided to recommend to the Executive Council that the film should be offered to Branches on loan. Branches would be required to pay the postage both ways and would be invited to make a donation towards the maintenance of the film. The Treasurer undertook to ensure that the Society insurance would cover the film and the Secretary would issue to all Branches instructions regarding the conditions of showing the film as well as attaching a copy of the regulations to the film when despatching it.

F77/31 FINANCIAL STATEMENTS

- (a) The Statement of Accounts paid since the last meeting was approved. Totals: £945.41 for April; £5,135.15 for May; £2,192.29 for June.
- (b) After consideration of the Annual Accounts it was decided to place £500 in the reserve for overseas travel and expenses, and that £400 should go to the reserve for Publications, etc.
- (c) The list of investments was accepted.
- (d) The Estimates of Income and Expenditure for the year ending 30th June, 1978 were considered and adjustments agreed.

The Treasurer reported that the accounts were going to the auditor on the Monday following the meeting.

- (e) Audited accounts had been returned by 75 of the 116 Branches; of these only 25 had qualified auditors scrutinising the accounts. The Treasurer stated that she would be writing to Branches about various points arising. The Secretary was asked to include in the administrative instructions to Branches, a note that Branch funds must be used only for Society purposes and not, for example, for charitable donations to other organisations.

F77/32 VAT

Miss Vaughan reported that whereas the Society had been included as an educational organisation at one time, the present VAT officials had taken the Society out of this category. The Committee agreed that Miss Vaughan should go forward to a Tribunal to make a case for the Society being reinstated as an educational body. It was also agreed that she should approach Mr. Mackenzie of the Glasgow Branch if legal advice was necessary in preparing the case.

F77/33 ACCOUNTING FOR SALES

In order to increase effective management of funds, a separate account would be maintained for publications and accessories.

F77/34 REQUEST FOR TEACHER TO VISIT AUSTRALIA

A request for a Scottish teacher to visit the Third Australian Winter School in May 1978 had been received. The Committee considered that if a teacher did undertake this assignment a sum of £400 should be made available from the Overseas Travel Fund to cover the outward journey and incidental expenses. It was considered that the cost of the return journey, internal travel in Australia and incidental expenses there, should be borne by the Branches in Australia. It was pointed out that it was cheaper to go for three weeks than to go for one week. This decision, and a recommendation that the Chairman should undertake the assignment, would be passed to the Examinations Committee for their consideration.

F77/35 EXTENSION WORK OVERSEAS

It was proposed by Mr. Taylor and seconded by Miss Milligan that a grant be made to Ayr Branch towards the cost of travel to an International Dance Festival. The Committee agreed that £150 should be allotted to Ayr Branch for this purpose.

F77/36 STAFF ITEMS

It was agreed that with effect from 1st July Mrs. M. G. Hall would be regraded as Cashier. (This and other staff items are included in a paper apart).

F77/37 SUMMER SCHOOL - SALES OF UNAUTHORISED ITEMS

In view of the fact that unauthorised items were being sold by members at Summer School it was decided to make application to copyright the Society motif and that the Secretary should write to all Branches intimating that they may not use the motif without prior permission from Headquarters in the case of the crown motif and from Dr. Milligan in the case of the dancing figures motif. Branches would also be told that the sale of items other than the official Society publications and accessories would be prohibited at Summer School.

F77/38 NEXT MEETING

22nd October at 2 p.m. at Headquarters in Edinburgh.

James Yachon

Convener.

22/10/77

MINUTES OF MEETING OF THE FINANCE COMMITTEE
AT 12 COATES CRESCENT, EDINBURGH, ON
SATURDAY, 22ND OCTOBER, 1977, AT 2 P.M.

PRESENT: Mr. J. Taylor (Convener), Dr. J. C. Milligan, Mr. D. Macleod,
Dr. L. R. Currie, Miss F. I. Galway, Gp. Capt. D. S. Huxley,
Miss M. M. Ross, Miss A. W. Miller, Mrs. M. G. Parker,
Miss D. A. Paterson.

ATTENDING: Miss M. M. Gibson (Secretary), Mrs. M. G. Hall (Cashier)
Miss D. M. Vaughan (Treasurer).

F77/39 APOLOGIES

Mr. A. I. K. Baird

F77/40 MINUTES

The Minutes of the Meeting on 30th July, 1977 were unanimously approved.

F77/41 BUSINESS ARISING

- (a) F77/30(d) Film: The Committee noted that the Executive Council had ruled that there should be no charge for borrowing the film, Branches paying for postage and registration. Mr. Taylor hoped, nevertheless, that Branches might make a donation towards maintenance of the film.
- (b) F77/32 VAT: The Treasurer reported that she had been in touch with Mr. Mackenzie (lawyer) who had been most helpful and who was experienced in tribunal work; he considered the Society had a good case. Miss Vaughan had also had further talks with VAT officials who had asked for a written submission which she was now preparing.
- (c) F77/35 Extension Work Overseas: It was noted that Ayr Branch had accepted £75.
- (d) F77/37 Motif: The Convener informed the Committee that the copyright of the motif was reserved for the Society.

F77/42 FINANCIAL STATEMENTS

- (a) The Statement of Accounts paid since the last meeting was approved. Totals - £3022.75 for July; £5,596.06 for August; £2,685.46 for September.
- (b) The list of investments was accepted. The Committee agreed that Investment Trust stock (Item 4 on the list) should be sold and the proceeds used to purchase Government Securities which would provide better rates of interest.
- (c) Summer School Account, 1977. A preliminary draft of the Summer School Account was noted.

F77/43 SUMMER SCHOOL 1978

In the light of increased expenses, catering charges, etc. levied by the University, the Summer School fees were fixed at the following rates for 1978:

Residents

One Week Course - Tuition and Maintenance	£48.00
Two Week Course - do. do.	£95.00
Two Week Course - do. do. (Examination Candidates)	£98.00

Non-Residents

One Week Course - Tuition	£10.00
Two Week Course - do.	£18.00
Two Week Course - do. (Examination Candidates)	£25.00

F77/44 A.G.M. AGENDA

The Convener drew the attention of members to the items on the A.G.M. Agenda concerning finance.

F77/45 REPRINTS

- (a) The Committee noted that Paterson's Publications had agreed to increase the discount allowed to the Society on "Won't You Join The Dance" provided a minimum of two thousand copies were ordered. They had also undertaken to maintain the present selling price. Having considered the numbers sold to date, the Committee decided to authorise the order of 3,000 copies of the reprint.
- (b) The quotation from Bell, Aird and Coghill for the reprint of Pocket Edition XIX-XXI was accepted.

F77/46 PORTRAIT

The sum of £136.54 was allotted for the purchase of a portrait of Dr. Milligan in the robes of her degree; the portrait would be hung in Headquarters.

F77/47 MAINTENANCE

The guttering and roof of the Headquarters building was in need of repair and the Society had the obligation to meet half the cost (the other half being met by the Plumbing Employers' Federation who had obtained quotations). Further quotations were still awaited and the Committee empowered the Convener, the Chairman of the Society and the Secretary to consider the estimates and, in conjunction with the Plumbing Employers' Federation, to select the most satisfactory.

The question of building insurance had been raised by the Plumbing Employers' Federation who had suggested that the building was listed as of historic interest. Mr. Taylor undertook to make enquiries regarding the category of the buildings in the area and the responsibilities of proprietors in the event of serious damage.

F77/48 DECALS

The Committee agreed to allot around £200 for the purchase of car decals (motif design) for resale.

F77/49 BAND CONTRACTS

It was decided that the Society should not arrange for standard band contracts for groups and branches.

F77/50 QUEEN'S JUBILEE APPEAL FUND

A Branch had raised the subject of a donation to the Jubilee Appeal Fund. While no special function had been arranged by the Society centrally, many Branches had organised special events for this purpose

F77/51 OTHER BUSINESS

- (a) The Committee agreed that Burlington Branch could use the Society motif on the Branch notepaper.
- (b) It was decided that permission could not be given for Newcastle upon Tyne and District Branch to record dances already recorded on the LPs for Books 27 and 28.
- (c) The Secretary was asked to ascertain the cost of producing cassettes of Scottish Country Dance music.

Rejected by
Ex. Co. on 19/11/77

- (d) Council to Encourage the Arts: The Secretary was asked to obtain further details regarding the Council.
- (e) The Committee noted that the Third Australian Winter School would not now require the allotment of finance authorised in Minute F77/34 as they had decided to postpone the invitation to a teacher from Scotland to visit Australia.
- (f) Dr. Milligan reported that she had received a request for teaching tapes. It was decided to remit the matter for consideration by the Publications and Research Committee.

F77/52 NEXT MEETING

28th January, 1978

James Yarnold

Lawrence

28/1/78

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF MEETING OF THE FINANCE COMMITTEE
AT 12 COATES CRESCENT, EDINBURGH, ON
SATURDAY, 28TH JANUARY, 1978, AT 2 P.M.

PRESENT: Mr. J. Taylor (in the Chair), Mr. D. Macleod, Mr. A.I.K. Baird, Gp.Capt. Huxley, Miss A.W.Miller, Mrs. M.G.Parker, Miss D.A. Paterson, Miss M.M.Ross

ATTENDING: Miss M.M.Gibson (Secretary), Mrs. M.G.Hall (Cashier)
Miss D.M. Vaughan (Treasurer).

F78/1 APOLOGIES

Dr. J. C. Milligan, Miss F.I. Galway

F78/2 MINUTES

The Minutes of the Meeting on 22nd October, 1977, were approved.

F78/3 BUSINESS ARISING

- (a) F77/41(b) VAT: The Treasurer reported that she was still trying to rid VAT Officials of the idea that the Society came under the category of dance hall proprietors. Once they recognised that the Society was there to carry on the tradition of Scottish Country Dancing she anticipated that progress would be made.
- (b) F77/47
- (i) No further estimates had been forwarded in respect of repairs to the guttering; it was agreed to shelve the matter until a further approach was made to the Society.
- (ii) Mr. Taylor's enquiries had elicited that Headquarters building was listed as Category A (i.e. of national importance) and no alterations or repairs could be carried out which would change the structure or appearance. Similar buildings were insured for £40 per square foot and the estimated value of the building was £144,000. Taking into account all the circumstances, he considered that insurance should provide cover of £75,000. Miss Vaughan confirmed that the Society was insured for around £25,000. The Committee decided that this figure should be increased to £75,000. It was also suggested that the Treasurer should invite the insurance company to visit the building.
- (c) F77/50 - Queen's Silver Jubilee Fund: The total amount contributed to date through Headquarters was £39.25. It was decided to ask Branches to send in information of contributions made directly to the Fund.
- (d) F77/51(b) The Committee noted the Executive Council's decision regarding the recording by the Newcastle Branch. It was pointed out that any music which is the copyright of the Society cannot be recorded and Branches should contact Headquarters first (as Newcastle had done).
- (e) F77/51(c) Cassettes: The Secretary reported that there would be no problem regarding the production of cassettes as well as records and at prices in line with records, depending on quantities ordered.
- (f) F77/51(d) Council to Encourage Arts: This Council was to be a representative group set up by the Saltire Society to suggest policies in the Arts and Education and to press for their adoption in the Assembly. The organisation of the group was not yet settled but the Saltire Society would keep this Society informed.

F78/4 FINANCIAL STATEMENTS

- (a) The Statement of Accounts paid since the last meeting was approved. Totals - £1333.62 for October; £33,896.35 for November; £5923.73 for December.
- (b) The list of investments was received and changes approved.
- (c) The Statement of Income and Expenditure for the period 1st July to 31st December, 1977, was examined and the satisfactory position noted.

F78/5 SUBSCRIPTION COPIES - POSTAGE

The Committee decided that the present policy regarding postage on subscription copies should continue meantime.

F78/6 ADJUDICATORS AND EXAMINERS

The Committee agreed that rates for adjudicators and examiners should be increased as follows:

- (a) Adjudicators - to £10 per single session or £7 per session if more than one - a single session being three hours.
- (b) Examiners - to £2 per hour.

It was decided that increases (if approved by Council) should be effective from 1st July, 1978.

F78/7 CHARDON D'ECOSSE

The Committee agreed that a sum of £30 be paid to Chardon d'Ecosse for booklets supplied to the Society in 1975.

F78/8 OFFICE MAINTENANCE

- (a) Efforts were still being made to obtain a reasonable quotation for partitioning for storage of the records in the Recorded Music Library.
- (b) It was decided not to take out a maintenance agreement for the photocopier meantime and to see how it went this year.

F78/9 SUBSCRIPTION COPIES 1978

It was decided to accept the quotation of Bell, Aird and Coghill for the 1978 subscription copy (Four Scottish Country Dances 1978) - approximately £1200 and that the retail price would be 25p. It was also agreed that "Five Traditional Dances" would retail at 25p from 1st July.

F78/10 RECORD FOR 1978 SUBSCRIPTION COPY

The General Purposes Committee had recommended that a record be produced this year to include the new dances. The Secretary was instructed to obtain a quotation from Mr. Bobby Crowe and from Craighall Studios with the intention of having the record available at Summer School. The Committee authorised expenditure for the provision of 1500 records and 500 cassettes.

F78/11 DIARIES

The General Purposes Committee had recommended the provision of a diary and quotations had been received from two sources and others were awaited. It was decided to authorise expenditure of approximately £600 for the provision of 1,000 Society diaries.

F78/12 STAFF - SALARIES

Salary payments from 1st January were approved. Supplementary payments were discontinued and one annual review date fixed for 1st January each year (Details in paper apart).

F78/12 OTHER BUSINESS

(a) Miss Paterson suggested that as members at Summer School liked to take home gifts, the question of stocking RSCDS dish towels might be considered. The Secretary was asked to obtain information and the Treasurer undertook to give her details of possible sources. The matter was remitted to the

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F78/12 OTHER BUSINESS

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(b) It was agreed that a review of Branch Accounts would be considered at the next meeting.

F78/13 NEXT MEETING - 29th April, 1978, in Edinburgh, at 2 p.m.
The meeting closed at 4.15 p.m.

James Tait
29/4/78
Convent

MINUTES OF MEETING OF THE FINANCE COMMITTEE AT
12 COATES CRESCENT, EDINBURGH, ON SATURDAY,
29TH APRIL, 1978, AT 2 P.M.

PRESENT: Mr. J. Taylor (in the Chair), Dr. J. C. Milligan, Mr. D. Macleod
Mr. A.I.K. Baird, Miss F.I. Galway, Gp. Capt. D.S. Huxley,
Miss A.W. Miller, Miss D. Paterson, Miss M.M. Ross.

ATTENDING: Miss M.M. Gibson (Secretary), Mrs. M.G. Hall (Cashier)
Miss D.M. Vaughan (Treasurer)

F78/14 APOLOGIES

Mrs. M.G. Parker

F78/15 MINUTES

The Minutes of the Meeting on 28th January, 1978, were approved with the following amendment to Minute F78/4(b):

Delete - "and changes approved" and insert "and changes were suggested subject to advice from the Society's broker."

The Committee recommended that the Treasurer should obtain the broker's advice prior to Finance Committee meetings so that the Committee could take the professional advice into consideration when reaching decisions.

F78/16 BUSINESS ARISING

- (a) F78/3(b)(i): Maintenance - The Committee approved the payment of the Society's proportion of the repairs to the guttering of HQ building amounting to some £250.
- (b) F78/3(b)(ii): Insurance - Information on the current HQ insurance position was not yet available and the matter was carried forward to the next meeting.
- (c) F78/3(c): Queen's Silver Jubilee Fund: The total contributed by Branches of the Society direct to the Fund or through other channels had been £189. Contributions made to HQ for the Fund was stated by the Treasurer to amount to £101.74. It was decided that this sum would be forwarded by Dr. Milligan to the Appeal Fund after the next Executive Council Meeting.
- (d) F78/8: Office Maintenance - As the photocopier had required maintenance shortly after the last Committee meeting, it was decided to reverse the previous decision and to take out a maintenance contract (£60 per annum).
- (e) F78/12(a) Tea Towels - After discussing prices, materials, etc. it was decided to place an order with Miss Fiona Porteous, Tron Shop, Culross for 30 doz. of each of two designs, embodying the Society motif with an aspect of St. Andrews/University Hall, designs to be approved by the Publications Committee. Depending on cost of tea towels it was hoped to retail them at £1.25 each and if possible to have them for sale at this year's Summer School.

F78/17 FINANCIAL STATEMENTS

- (a) The Statement of Accounts paid since the last meeting was approved - Totals: £1290.76 for January; £1725.85 for February; £1905.56 for March.
- (b) A list of investments was not put before the Committee as no changes had been made since the last meeting. The Treasurer undertook to provide a list of investments for the next meeting and was presently in consultation with the broker regarding City of Edinburgh investments. Miss Vaughan reported that use was being made of Post Office investment account facilities while the interest there was advantageous.
- (c) The Statement of Income and Expenditure for the period 1st July, 1977 to 31st March, 1978 was accepted. With regard to the new assessed rateable value of Headquarters, Mr. Taylor undertook to make enquiries from chartered surveyors to ascertain whether or not an appeal would be worthwhile.

- (d) Review of Branch Accounts 1976/77: The Treasurer reported that, on the whole, Branches were in good financial health. Only a few Statements of Accounts were still awaited from home and overseas branches, the Treasurer to continue her endeavours to obtain these at an early date. Mr. Baird asked that a further report be given at the next meeting regarding this situation.
- (e) Cash Flow. Mr. Baird asked the Treasurer for a statement regarding Cash Flow. Miss Vaughan said that September to December were the lean months and undertook to produce a statement regarding the cash flow situation for the next meeting, which would be helpful when allocating expenditure.

F78/18 SUBSCRIPTIONS

It was unanimously recommended that the following paragraph be included in the "Aids to Branch Administration" which are supplied to all Branches:-

"Applications forwarded to Headquarters for Long Term Membership Subscriptions must be accompanied by 50% of the Long Term Membership Fee (50% being retained by the Branch).

Members at the beginning of a session should be made aware of the Long Term Membership availability. Should they convert from Annual to Long Term Membership during the Society's Financial Year no deduction may be made for all or part of their Annual Subscription. They could be advised not to take out Long Term Membership until their Annual Subscription had expired."

F78/19 EP GROUP

- (a) It was noted that the first royalties from this Company for "Know The Game - Scottish Country Dancing" amounting to £39.42 (for half year) had been received.
- (b) It was decided that 100 of these books should be ordered at a cost of £65 for sale at Summer School with an additional order for 100 if the first quantity appeared to be going well.

F78/20 BASEMENT

The Committee noted that 'Gallery Paton' had vacated the basement premises. The Finance Convener reported that a new and acceptable tenant had been found at a suitable rent. He also gave details of necessary reorganisation in the basement premises consequent on the new lease - electrical, joinery, plasterer and painting work etc. and two new shelving units would amount in all to approximately £500. The Committee recommended that this work should be put in hand immediately and approved the expenditure.

F78/21 TRAVELLING EXPENSES - EXAMINERS

For examiners' only, the Committee recommended that travelling expenses should be met by second class rail fare or Motor Mileage Allowance of 5p per mile.

F78/22 OVERSEAS VISITS

- (a) The General Purposes Committee had agreed in principle to the request for the Chairman to tour Australian Branches. The Finance Committee recommended that the sum of £400 already approved for this purpose should be allotted in 1979. The Society would be responsible for the outward journey and the Australian Branches for internal travel and hospitality and the return journey. Time of travel would be between 30th June and 12th August 1979.
- (b) Nairobi Branch had requested the visit of a Society teacher. The matter was carried forward to the next meeting for details of expenses, etc. to be available for the Committee's consideration.

F78/23 PUBLICATIONS - Teaching Notes

The Committee approved the allocation in principle of finance for the purchase of 1,000 Teaching Notes (to be published by T/C) subject to cost and conditions recommended by the Publications Committee.

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F78/24 NEXT MEETING

Saturday, 5th August, at 2 p.m. at St. Andrews

The meeting closed at 4.35 p.m. with a vote of thanks to the Chair.

James Taylor
2/8/78

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF MEETING OF THE FINANCE COMMITTEE
AT UNIVERSITY HALL, ST. ANDREWS, ON SATURDAY,
5TH AUGUST, 1978, AT 2 P.M.

PRESENT: Mr. J. Taylor (in the Chair), Mr. D. Macleod, Mr. A.I.K. Baird,
Miss F. I. Galway, Gp. Capt. D. S. Huxley, Miss A. W. Miller,
Mrs. M. G. Parker, Miss D. Paterson, Miss M. M. Ross.

ATTENDING: Miss M. M. Gibson (Secretary), Mrs. M. G. Hall (Cashier),
Miss D. M. Vaughan (Treasurer)

F78/25 OBITUARY

The Chairman made reference to the death of Dr. Milligan and announced the tentative details for a service in St. Andrews. The Committee recorded their deep regret at her passing.

F78/26 APOLOGIES

There were no apologies

F78/27 The Minutes of the Meeting on 29th April were approved.

F78/28 BUSINESS ARISING

- (a) F78/16(b) Insurance: The Treasurer reported that the Headquarters Building was valued at £141,000 and the increased insurance premium this year was £181.70 and would in future be £260.60.
- (b) F78/16(e) Tea Towels: The Secretary reported that the first consignment of tea towels had been received in time for Summer School and a further consignment was expected in a day or two.
- (c) F78/17(c) Mr. Taylor had taken advice regarding the feasibility of an appeal against the rates for Headquarters. As a result he had decided to lodge an appeal by the 15th September, 1978, and the necessary forms were being sent to him.
- (d) F78/25 Teaching Notes: The TAC had confirmed the conditions of sale of the Notes by the Society to the Committee's satisfaction.

F78/29 FINANCIAL STATEMENTS

- (a) Statement of Accounts Paid since the last meeting was approved - Totals: £1872.75 for April; £2785.92 for May; £7638.08 for June.
- (b) List of Investments: The Treasurer reported that there was no change since the last meeting. Mr. Baird proposed that the £1500 of 9% Stock 1980 should be converted to 12½ Treasury Loan 1993. Mrs. Parker seconded the proposal which was adopted unanimously.
- (c) Statement of Income and Expenditure for the year ended June 1978 and the Balance Sheet as at that date (subject to audit) was before the Committee. It was recommended that insurance for Headquarters should be increased immediately to cover Stock and Contents to a value of £15,000.

Under 'Staff Fund' Mr. Baird queried the amounts in the Deposit and Current Accounts; the Treasurer undertook to check them.

It was unanimously agreed that £500 should be transferred to the Staff Fund and £500 to the Teachers Overseas Travel Expenses leaving £821.41 to be carried forward. It was decided not to show a donation of £20 to the Jean Milligan Scholarships as a separate entry.

- (d) Estimates for 1978/79. It was decided that under 'Expenditure' Examination Expenses should be shown as £200 and that £500 for the Staff Fund should be added.
- (e) Cash Flow. The Treasurer was congratulated on the statement showing

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- (e) Cash Flow. The Treasurer was congratulated on the statement showing Cash Flow over two years and the statistics were noted.
- (f) The Treasurer reported that the Branch accounts for the year 1976/77 were still not received from Hawaii, Ottawa, Teesside and New Zealand Branches. A reminder would be sent.

F78/30 OVERSEAS VISIT

The offer of Group Captain Huxley to visit Nairobi Branch was noted.

F78/31 PUBLICATIONS

The Committee noted the Executive Council's decision regarding the alternative choice to the subscription copy and the Chairman pointed out that this would probably lead to greater expenditure on publications.

F78/32 FILMS

- (a) Scotland Dances: The Executive Council had asked the Committee to consider the possibility of purchasing a copy of the film. It was decided that a copy should be acquired.
- (b) Mr. Menuhin's Welcome to Blair Castle: The General Purposes Committee had asked that consideration be given to (a) hire charges for Affiliated Groups and (b) the possibility of buying another copy. It was decided to defer consideration of these points until the next meeting and the Committee asked the Secretary to ascertain the cost of hiring films from the Film Council and asked the Treasurer to ascertain what the cost of insurance against damage or loss (excluding time in transit) would be, the film being worth around £350.

F78/33 EXAMINATIONS - FEES

- (a) The Executive Council had requested the Committee to give consideration to a further increase in Examiners' Fees. It was agreed to recommend that the rates for examining should be £15 for a session up to three hours and that £3 should be paid for every hour thereafter.
- (b) The Committee also recommended that examination fees should be increased to £2 for the Preliminary Test and £5 for the Teachers' Certificate examination and remitted the matter to the Examinations Committee for consideration.
- (c) It was further recommended that Examiners' Fees and Examination Fees should be increased simultaneously.

F78/34 PUBLIC LIABILITY INSURANCE.

The following motion from a Branch was before the Committee:

"The Society undertakes to seek amendment of the cover granted to it by the terms of Public Liability Insurance Policy No.6647 V 5124 thus: The Liability of the Company under the policy for all compensation payable shall (in place of the current limits) not exceed the sum of £250,000 (Two Hundred and Fifty Thousand Pounds) for any occurrence and be unlimited in any one period of insurance."

The Treasurer reported that in fact our Insurance Policy 7647 V 50053 was for an amount up to £250,000 and undertook to transmit this information to the Branch concerned.

F78/35 VAT

The question of VAT was raised because of letters recently received from the VAT office in Bootle. Miss Vaughan said that when the system was first introduced the Society was accepted as an educational institution but recently the VAT officials had classed it with Music Hall entrepreneurs. She had appealed against this decision and a meeting had been arranged for 9th August when she would discuss the matter with VAT officials. Meanwhile, from 1st January, there was a ruling that anyone holding classes in schools could be exempt from VAT and Miss Vaughan hoped that this would help to bring the matter to a satisfactory conclusion. A further report would be made to the Committee at the next meeting.

F78/36 AGM FINANCE

At the request of the General Purposes Committee the following matters were discussed:

- (a) whether or not Headquarters should underwrite 50% of the AGM lunch if there were to be a charge. Mr. Taylor said there was a ruling already in existence that any Branch could be helped if required and the Committee felt that that sufficiently met the situation.
- (b) whether or not there should be help with the expenses of delegates from distant Branches. The Committee recommended that the expenses of delegates to the AGM should remain a matter entirely for the Branch.

F78/37 DEMONSTRATION TEAM VISIT

✓ It was agreed that Dumfries Branch should be granted £120 towards a demonstration team visit to Belgium.

F78/37 COLLINS - PUBLISHERS

✓ The payment offered by Collins for the use of Society material in their publication "Scottish Country Dancing" was not considered acceptable.

F78/38 STAFF

The Secretary asked for authority to take on a junior clerk additional to present staff because of the increase in the volume of work. The Committee deferred the matter to the next meeting and asked that details of salary levels for junior be ascertained.

(Other staff items are included in a paper apart).

F78/39 NEXT MEETING

Saturday, 21st October at 2 p.m. in Edinburgh

James Taylor

Lawrence

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF MEETING OF THE FINANCE COMMITTEE
AT 12 COATES CRESCENT, EDINBURGH, ON SATURDAY,
21ST OCTOBER, 1978, AT 2 P.M.

PRESENT: Mr. J. Taylor (in the Chair), Mr. D. Macleod, Mr. A.I.K. Baird,
Miss F. I. Galway, Miss A. W. Miller, Mrs. M. G. Parker,
Miss D. Paterson, Miss M. M. Ross

ATTENDING: Miss M. M. Gibson (Secretary), Mrs. M. G. Hall (Cashier)
Miss D. M. Vaughan (Treasurer)

F78/40 APOLOGIES

Group Capt. D. S. Huxley

F78/41 MINUTES

The Minutes of the Meeting on 5th August, 1978, were approved.

F78/42 BUSINESS ARISING

- (a) F78/28(c) Rates Appeal: Mr. Taylor reported that his enquiries had shown that the assessment for HQ rates may, if anything, have erred on the side of leniency. It was therefore decided not to pursue an appeal which might highlight the fact.
- (b) F78/32(a) : The Committee noted that a copy of "Scotland Dances" had been purchased.
- (c) F78/32(b)
- (i) The Secretary reported that depending on length, the Scottish Film Council charged £4-£6 for the hire of a film. It was decided that Affiliated Groups might borrow "Mr. Menuhin's Welcome to Blair Castle" from the Society at a cost of £5 plus registered postage each way.
 - (ii) The Committee approved the purchase of a second copy of the Menuhin film and noted that the Secretary was meantime endeavouring to negotiate a modified fee.
- (d) F78/37 Demonstration: The Committee noted a letter from Dumfries Branch reporting an excellent reception for their team visit in Belgium.
- (e) F78/38 Staff: The Secretary reported that a starting salary for an unqualified junior would be around £1300-£1400. Mr. Taylor said that the ensuing year would be a heavy one financially for the Society and he did not think the Society was in a sufficiently secure position to take on additional staff at the moment; he asked the Staff to try to carry on under existing arrangements for a further period and it was decided to review the position again in the Spring.

F78/43 FINANCIAL STATEMENTS

- (a) The Statement of Accounts Paid since the last meeting was approved. Totals - £4395.96 (July); £4,547.78 (August); £3535.09 (September).
- (b) List of Investments; Due to changed circumstances the Committee unanimously rescinded their decision minuted in F78/29(b) to convert the 9% Stock and decided to retain the status quo.
- (c) F78/29(c) The Treasurer confirmed that insurance cover for HQ had been increased to cover Stock and Contents at over £15,000. The annual premium would now be £291.70.

Miss Vaughan also stated that the total amount shown in the Balance Sheet in the Current Account of the Staff Fund had now been transferred to the Deposit Account.

- (d) Branch Accounts 1976/77. Of the four Branches whose accounts were still outstanding three had been in communication with the Treasurer regarding reasons for delay and it was anticipated that accounts would be received shortly from them. Nothing had been heard from one Branch and the Secretary was requested to write to that Branch on the matter.
- (e) Statement of Summer School, 1978. The Committee noted and accepted the provisional statement.

F78/44 VAT

The Committee noted a paper presented by Miss Vaughan to the VAT authorities appealing against registration for VAT.

F78/45 SUMMER SCHOOL, 1979

The Committee reviewed the fees for Summer School in the light of the increases imposed by the University for board and lodging and services. Fees were unanimously set as follows:

Resident

One Week Course - Tuition & Maintenance	£55.00
Two Week Course - Tuition & Maintenance	£108.00
Examination Candidates	
Two week course only - Tuition & Maintenance	£110.00

Non-Resident

One Week Course	£15.00
Two Week Course	£28.00
Examination Candidates - Two week course only	£30.00

F78/46 OFFICE MAINTENANCE

The quotation for the asphaltting of the storeroom floor was accepted and the work authorised, the cost being £136.80 plus VAT.

F78/47 RECORDING OF MUSIC FOR BOOK 29

- (a) As a quotation had not yet been received from the bands approached, the Committee empowered the Chairman and Vice-Chairman to decide on the acceptability of quotations received and suggested a limit of around £450 for the arranging of the music and recording.
- (b) It was decided to produce records only as the sale of cassettes appeared to be too slow to warrant production.

F78/48 OTHER BUSINESS

(a) Memorial Fund. The following decisions were made -

- (i) to ask the President at the AGM to draw attention to the establishment of the Jean Milligan Memorial Fund.
- (ii) to send a special letter to all Branches and Affiliated Groups signed by the Chairman appealing for donations to the Fund.
- (iii) to send the same letter to HQ individual members in the Spring when reminders regarding subscriptions, etc. were being despatched.
- (iv) to ask, through the medium of the Bulletin next year, that members might consider leaving bequests to the Fund in their wills.
- (v) to open a separate Deposit Account for the Jean Milligan Memorial Fund.

(b) Cheque Signatures: The Committee authorised Mrs. Hall, Cashier,

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- (v) to open a separate Deposit Account for the Jean Milligan Memorial Fund.
- (b) Cheque Signatures: The Committee authorised Mrs. Hall, Cashier, to be one of the alternative signatories to cheques.
- (c) Lang Syne Publications: The terms of the Lang Syne Publications contract were approved and the Chairman agreed to prepare the necessary text, a task which was originally to have been undertaken by Dr. Milligan with the Publications Committee's approval.

- (d) Recorded Music Library: The Secretary drew attention to the fact that the balance in the Recorded Music Library Fund was £122.84 and not £64.90 as stated in the Balance Sheet at 30th June, 1978.
- (e) Index: The Reiver Press estimated quotation for reprinting the index to dances was approved (£275 for 3,000). It was decided not to order more than 3,000 in view of the changes occurring annually with the production of new dances.
- (f) Constitution: The Secretary was asked to ascertain the cost of reprinting the Society Constitution.
- (g) Accessories: The Secretary was asked to ascertain possibilities of accessories for members on the following lines:
Calendars - Ash Trays - Shoe Bags - Mugs - Biro's - Notelets (with new design) - Cocktail Mats -Gentlemen's handkerchiefs with Society motif (in packs of one) and ladies' handkerchiefs in packs of one.
- (h) Mr. Taylor thanked the Committee for their work throughout the year. Mr. Baird said he would not be the representative of the Branch next year and would not be available to serve again and he therefore took the opportunity of expressing his enjoyment of the work of the Committee while he had been a member. Mr. Taylor expressed appreciation of Mr. Baird's service on the Committee.

F78/49 NEXT MEETING

The date of the next meeting would be fixed by the Executive Council on 18th November, 1978.

PRESENT: Mr. J. Taylor (in the Chair), Mr. D. Macleod, Mr. T.G. Leggat,
Miss A.W. Miller, Mrs. M.G. Parker, Miss D.A. Paterson

ATTENDING: Miss M. M. Gibson (Secretary), Mrs. M. G. Hall (Cashier),
Miss D. M. Vaughan (Treasurer)

F79/1 CHAIRMAN'S REMARKS

The Chairman welcomed members to the start of a New Year and in particular welcomed Mr. Leggat as a newcomer to the Committee.

F79/2 APOLOGIES

Miss F.I. Galway, Gp.Capt. D.S. Huxley, Miss M.M. Ross.

F79/3 MINUTES

The Minutes of the meeting on 21st October, 1978, were approved.

F79/4 BUSINESS ARISING

- (a) F78/43(d) Miss Gibson reported that the Branch to which she had written had sent in their accounts at the appropriate time but they had gone astray in the post.
- (b) F78/47: The Secretary reported the quotations for the record for Book 29. These were accepted and it was agreed that 2,500 would be ordered at approximately £3133 plus VAT and carriage.
- (c) F78/48(a): The Memorial Fund stood at £1230 to date. It was agreed that a list of subscriptions would be published in the Bulletin next year.
- (d) F78/48(c) An agreement had been reached with Lang Syne Publications who were publishing fifty of the Society's dances in a booklet aimed at the tourist trade. The Society would receive 20% of the profits and could purchase the books at 50% of the Selling Price.
- (e) F78/48(f): It was noted that the Constitutions could be reprinted at £149.30 for 1,000. It was decided, however, before reprinting, to remit the reviewing of the constitution to the General Purposes Committee. The Secretary was asked to write to Branches to ask that if they had any proposals they wished to put forward, to send them to the Secretary by the end of September, 1979.
- (f) F78/37: Collins Publication. Collins had now increased the rate for including sets of Society dance instructions in their History of Scottish Country Dancing from £6 to £8 each.
- (g) F78/42(c) BBC Enterprises had reduced by £50 the cost of the second Menuhin Film as it had required repair at date of purchase.

F79/5 FINANCIAL STATEMENTS

- (a) The Statement of Accounts Paid since the last meeting was approved. Totals: £41,821.78 (October); £7,257.52 (November); £2,302.79 (December).
- (b) The List of Investments was accepted.
- (c) The Statement of Income and Expenditure for the period 1st July to 31st December, 1978, was examined and the satisfactory position noted.

F79/6 EXAMINERS' FEES

The Committee reconsidered the question of fees for examiners and agreed with the recommendation of the Examinations Committee that examiners should receive a per capita fee of £1 per Preliminary Test Candidate examined and £2 per Teachers' Certificate candidate. The Committee recommended that the effective date for the increases in both Examination and Examiners' fees should be 1st July, 1979.

F79/7 ACCESSORIES

- (a) Diaries: The quotation for 1980 Society diaries was approved and it was decided to order 1,000 (approx. £600 plus VAT).
- (b) Address Books - Address Books of the same size as the Diary could be obtained in black with the Society crest and it was decided to purchase 500 (£300 plus VAT).
- (c) Ash/Trinket Trays: It was decided to order 500 with a dance design in blue and white (Approx. £280 plus VAT and packing).

F79/8 QUOTATIONS

- (a) Quotations from Bell, Aird and Coghill were accepted for Book 29 (22,000 - £1648); Pocket Edition xxii & Graded (5,000 - £474); Pocket Edition xvi-xviii (5,000 - £493) and Book 15 (2,000 - £395)
- (b) An Index of Formations had been compiled by Mrs. E.C. Sharp and given to the Society. It was decided that as this would be useful for teachers, 1,000 should be printed as economically as possible. The quotation from Reiver Press of £95.50 was accepted.

F79/9 PRICE REVIEW 1979/80

In view of the inflationary situation which affected reprints, etc. it was decided that the price of books with music should be increased to 50p and pocket editions to 30p. This would bring the Society books to the same prices fixed by Paterson's last year for their publications. Because the index of dances had to be amended so frequently with new publications a smaller quantity had been ordered and the cost and selling price per book would increase.

In the case of other items, e.g. records, accessories, etc. which were subject to price increases not known at the date of the meeting, the Committee empowered the Finance Convener to make the necessary price adjustments.

The Committee noted that the EP Publication "Know the Game - Scottish Country Dancing" was now 60p

F79/10 INTERNATIONAL CLAN GATHERING NOVA SCOTIA

Mr. Macleod informed the meeting that the Gathering organisers had asked if we could send out a demonstration team from Scotland. He had suggested that the cost of travel might be borne between Branches sponsoring dancers and HQ. Mr. Taylor said we should be expected to produce approximately £1,000 for the project. It was agreed in principle to participate and the Secretary was asked to make contact with the organisers and to obtain further definite details for the next Finance Committee meeting as to the possibility of a contribution from the Organisers.

F79/11 LOSS OF GOODS IN TRANSIT

The Secretary reported that a consignment of goods destined for Canada had been vandalised while en route by rail to Liverpool and this had resulted in financial loss. The Treasurer suggested using "National Parcel Insurance" and undertook to obtain details. The Committee authorised the taking out of insurance on parcels of value.

F79/12 VAT

It was agreed that Miss Vaughan would produce a discussion paper regarding the inception of a RSCDS Trading Company for sales, the company to be effective from 1st July, 1979, the start of the Society's financial year.

F79/13 EXTENSION WORK

It was agreed that a grant of £150 be made to Glasgow Branch towards travelling expenses of their Demonstration Team to the Cork Festival in April, 1979.

F79/14 REMIT FROM PUBLICATIONS & RESEARCH COMMITTEE

- (a) It was agreed to purchase for the Archives a copy of a book published by Stifting Ffyrug containing references to Scottish dances at a cost of HF32 (approx. £8)
- (b) It was decided to investigate the situation regarding rising damp and to obtain an estimate for the plastering and repair of the old stock room in the basement which the Publications Committee had suggested might be used for the storage of archives.

F79/15 CHAIRMAN'S VISIT TO AUSTRALIA

Mr. Macleod informed the Committee that his trip to Australia (already allowed for at a previous meeting) was now definitely fixed for the first three weeks in July.

F79/16 PIPE BANNERS

It was decided to have two pipe banners made with the Society motif and to make these available for loan to Branches for demonstration visits (£80). The Treasurer undertook to complete and despatch the order.

F79/17 STAFF SALARIES

Salary payments from 1st January were approved. (Details in paper apart)

F79/18 NEXT MEETING

Saturday, 21st April, 1979, Edinburgh.

The meeting closed at 4.30 p.m.

James Macleod

Comment. 21/4/79.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF MEETING OF THE FINANCE COMMITTEE
AT 12 COATES CRESCENT, EDINBURGH ON
SATURDAY, 21ST APRIL, 1979, AT 2 P.M.

PRESENT: Mr J Taylor (in the Chair), Mr D Macleod, Miss F I Galway
Gp. Capt. D S Huxley, Mr T G Leggat, Mrs M G Parker.

ATTENDING: Miss M M Gibson (Secretary), Mrs M G Hall (Cashier),
Miss D M Vaughan (Treasurer)

F79/19 APOLOGIES

Miss Miller, Miss Paterson, Miss Ross

F79/20 MINUTES

The Minutes of the Meeting on 27th January, 1979, were approved.

F79/21 BUSINESS ARISING

- (a) F79/7 : The Committee noted that the Ash Trays had been received and saw a sample.
- (b) F79/8 : The Committee noted that the new index to dances was now available.
- (c) F79/10 : The Committee noted that the team project in respect of the International Clan Gathering in Nova Scotia had been dropped and that a request had been received for a teacher to go over during the Gathering entirely at the expense of the organisers.
- (d) F79/11 : Parcel Insurance - The Treasurer reported that the Norwich Union could probably provide insurance for a premium of around 5p per selected parcel and undertook to obtain further details and to inform the Secretary.

F79/22 FINANCIAL STATEMENTS

- (a) The Statement of Accounts paid since the last meeting was approved. Totals: £1281.50 (January); £2313.88 (February); £7,921.82 (March) (this last figure included an investment of £5,000 which the Committee noted with satisfaction).
- (b) The list of investments was accepted.
- (c) Statement of Income and Expenditure for the period 1st July, 1978, to 31st March, 1979 - The satisfactory position was noted; the Treasurer warned, however, that this period of the year always looked better than the position of funds at the close of the year.
- (d) The Treasurer reported that a few branches at home and overseas had not yet sent in last year's Balance Sheet and that reminders would be sent out.

F79/23 VAT

Miss Vaughan reported that she had satisfactorily concluded discussions with the VAT officials and that the Society was now completely exempt from VAT at present.

Mr Taylor said that he and the Treasurer would visit the University Authorities in St Andrews to discuss the refund of VAT paid to the University at Summer School.

F79/24 MEMORIAL FUND

The Secretary reported that the Fund stood at £3034.05 and that a cheque had just been received from Toronto Branch for 1200 dollars which should be added to the sum reported.

F79/25 OFFICE MAINTENANCE

F79/25 OFFICE MAINTENANCE

The following quotations were accepted by the Committee:

- (a) £91 for painting of outside of windows at Headquarters.
- (b) £25.07 for Maintenance Agreement for Roneo Machine.
- (c) It was agreed to put in hand the additional fire precaution installations required by the Lothian Fire Board.
- (d) The Committee empowered the Convener to spend up to £500 on the renovation of the old Stock Room in the basement for ARCHIVES.

F79/26 PUBLICATIONS & PRINTING

The Committee accepted the following quotations:

- (a) £18.70 for printing of Preliminary Test and Teacher's Certificate Examination application forms (600 and 250 respectively).
- (b) Approximately £394 for reprinting of 3,000 of Vol.I of Miss Milligan's Miscellany.

F79/27 FILM

Mr Macleod explained what was intended in the projected film which the Publications Committee had suggested should be made and he informed the Committee that the total required would be around £3,500 to £4,000. It was agreed that the Society should put up 50% of the total required and should ask other interested organisations (e.g. Regions) if they would be prepared to contribute towards the remainder.

F79/28 STAFFING

The Committee noted that the Cashier had intimated her intention further to reduce her hours in September, 1979, and authorised the Secretary to recruit a full time clerkess as office assistant.

F79/29 PUBLICITY

- (a) A letter was received from Mr T Leslie (Croydon Branch) regarding
 - (i) contributions to the Society by Covenant. The Treasurer informed the Committee that this would not be permissible in relation to membership subscriptions but that it might be considered in relation to the Memorial Fund
 - (ii) Mr Leslie's suggestion of a publicity leaflet was remitted to the Publications Committee.
- (b) The Secretary had been approached by the Audio Advertisers who suggested advertising on bus radios. The Committee decided not to take up this method of advertising.

F79/30 MEMBERSHIP SUBSCRIPTIONS

The Committee considered subscriptions to the Society in the light of inflation but agreed to defer any decision for another year; at the same time it was recommended that the Convener should give a fore-warning that subscriptions would be liable to increase in the 1981-82 session.

F79/31 BULLETIN ADVERTISING

It was decided that our advertising rates would increase to £35 for a full page and £20 for a half page with effect from the 1979 Bulletin.

F79/32 DEMONSTRATIONS OVERSEAS

- (a) The Committee recommended that financial aid to Branches undertaking demonstrations overseas should be increased from £15 to £20 per head up to a total of 12 persons.

It was decided that where grants were made a copy of the accounts for the trip and a report of the visit should be sent to HQ.
- (b) The Committee approved an application from Edinburgh Branch for assistance with one of their demonstration team visits this year at the revised rates recommended above.

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- (b) The Committee approved an application from Edinburgh Branch for assistance with one of their demonstration team visits this year at the revised rates recommended above.

F79/33 NEXT MEETING - 4th August, St Andrews.

The meeting closed at 3.30 p.m.

James Taylor
Convener

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF MEETING OF THE FINANCE COMMITTEE AT
UNIVERSITY HALL, ST. ANDREWS, ON SATURDAY, 4TH
AUGUST, 1979, AT 2 P.M.

PRESENT: Mr. J. Taylor (in the Chair), Mr. D. Macleod, Miss F.I. Galway,
Gp.Capt. D.S. Huxley, Miss A.W. Miller, Miss D.A. Paterson, Miss M.M. Ross

ATTENDING: Miss M.M. Gibson (Secretary), Mrs. M.G. Hall (Cashier)
Miss M.D. Vaughan (Treasurer)

F79/34 APOLOGIES

Mrs. M.G. Parker, Mr. T.G. Leggat

F79/35 MINUTES

The Minutes of the Meeting on 21st April, 1979, were unanimously approved.

F79/36 BUSINESS ARISING

- (a) F79/11. The Treasurer had found that the premium on parcel insurance would be too high to make it worthwhile and the Committee decided not to proceed in the matter.
- (b) F79/25(c) The quotation for the additional fire precautions (£80) had been accepted and the work had been completed to conform with Fire Regulation requirements.
- (c) F79/25(d) The quotation of £265 for the renovation of the old stock room as an archives library had been accepted and work would commence as soon as the firm concerned could so arrange.
- (d) F79/28 The attempt to recruit an additional member of staff had been postponed until after Summer School as the first advertisement had not attracted a suitable applicant. Other staff items are included in a paper apart.
- (e) F79/29(a) Quotations for publicity hand-outs had been obtained and the
(ii) Reiver Press found to be the most competitive. It was decided to order 15,000 copies at £174.86 and initially to send 10 copies to each Branch.

F79/37 FINANCIAL STATEMENTS

- (a) The statement of accounts paid since the last meeting was approved. £3856.29 (April); £3,483.17 (May); £4627.03 (June).
- (b) The list of investments was accepted. The Treasurer was empowered to reinvest stock repayable before the next meeting, with the broker's advice.
- (c) The Statement of Income and Expenditure for the year ended June, 1979, and the Balance Sheet as at that date (subject to audit) were before the Committee. It was decided that £500 should be transferred to the Overseas Travel Expenses and that £2,000 be allotted for the instructional film ~~and that there would be no need for an Appropriation Account.~~

The Convener informed the Committee that he and the Treasurer had had an interview with the University Authorities regarding VAT paid in the past and learned that this could not be recovered in any way. This year legislation had put up VAT to 15%. As at that date fees from members for Summer School had been paid with VAT calculated at 8%. As the University had not been paid at that date the Society had to accept the commitment to pay 15% involving approximately an additional £3,700. The Convener set out the various alternatives and after discussion the Committee decided that the Society must absorb the additional cost as there was no acceptable way of

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Looking to the future, we may be exempt from VAT if the University courses and Society courses were to be linked in some fashion. The University Authorities would present a paper on the subject for the Society's consideration.

- (d) Turning to the Estimates for 1979/80 Mr. Taylor said that in view of the anticipated deficit and various rising costs he felt that subscriptions would have to be increased as from 1st July, 1980 and that a proposal to increase subscriptions should be put to the Annual General Meeting in accordance with the Constitution and Rules, VI (3) (d).

Miss Miller, seconded by Miss Galway, proposed that membership subscriptions be increased to £2 and this was unanimously agreed. Mr. Taylor would put the proposal to the Annual General Meeting.

In the general context of the estimates it was unanimously agreed that affiliation to the Society should be increased from £2 to £3 as at 1st July, 1980. (Proposed by Miss Galway, seconded by Gp.Capt. Huxley).

F79/38 THE JEAN MILLIGAN MEMORIAL FUND.

The Secretary stated that contributions were still being received and that the fund now stood at £7,587.

- F79/39 The Committee noted with satisfaction that the Scottish Sports Council had intimated that they would be willing to make a grant of 50% of the cost of the film up to a maximum of £2,000. The Secretary was instructed to write to Mr. David C. Butts, Principal Lecturer in Educational Technology to get the quotation for making the film confirmed and to ascertain if any advance payment would be required. The Society's appreciation would be intimated to the Sports Council.

F79/40 DEMONSTRATIONS OVERSEAS

It was agreed to grant £240 to Ayr Branch towards the demonstration team expenses for a visit to France in July, 1979. The Committee would appreciate a copy of the Balance Sheet in respect of the visit.

F79/41 EXAMINATIONS - NORTH AMERICA

The Committee agreed in principle to the cost of sending two examiners annually to North America subject to review and to availability of funds.

F79/42 NEXT MEETING

27th October, 1979

James Taylor

Banner

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF MEETING OF THE FINANCE COMMITTEE
AT 12 COATES CRESCENT, EDINBURGH, ON SATURDAY,
27TH OCTOBER, 1979, AT 2 P.M.

PRESENT: Mr. J. Taylor (in the Chair), Mr. D. Macleod, Gp.Capt.D.S.Huxley,
Miss A.W. Miller, Miss M.M. Ross, Mr. T.G. Leggat, Mrs. M.G. Parker
Miss D.A.Paterson

ATTENDING: Miss M. M. Gibson (Secretary), Mrs. M.G. Hall (Cashier)
Miss D. M. Vaughan (Treasurer).

F79/43 APOLOGIES

Miss F.I. Galway

F79/44 MINUTES

The Minutes of the Meeting on 4th August were approved. At the Treasurer's request it was agreed to delete from £79/37(c) the last clause "and that there would be no need for an Appropriation Account."

F79/45 BUSINESS ARISING

F79/36(d). The Secretary reported that the additional office assistant (Mrs. V. Edgar) had been taken on and that Mrs. Hall was now on the reduced hours which she had requested.

F79/46 FINANCIAL STATEMENTS

- (a) The statement of accounts paid since the last meeting was approved: £3,015.64 (July), £5,740.41 (August), £50,331.38 (September).
- (b) The schedule of investments as at 30th September, 1979, was approved.
- (c) A draft Statement of Account for the 1979 Summer School was examined and approved.
- (d) The estimates for 1979/80 had shown a deficit and the Treasurer drew the Committee's attention to certain items where improvement was indicated.
- (e) Branch Accounts. 2 Home and 11 Overseas Branches had still to send in their accounts for the year 1978/79. The Treasurer also reported that some Branches were not sending in subscriptions. Of 106 returns, 49 Branches showed a deficit in their classes and 19 had a deficit overall.
The Committee suggested that the Constitution of the Society should include a clause that Branch accounts should be approved by Branch members in Annual General Meeting within six months of the end of the Branch financial year.

F79/47 QUOTATIONS

- (a) The quotation from Holmes McDougall for the printing of the pocket edition for 1980 was approved. (£2607 for 30,000)
- (b) The quotation from Holmes McDougall for the reprint of the pocket edition xiii-xv was accepted. (£594 for 5,000).
- (c) The quotation for the 1980 leaflet appeared excessive and the Secretary was in process of discussing this with the printers. If the quotation was confirmed as correct efforts would be made to obtain a more reasonable one elsewhere. The Committee decided that 2,000 copies should be ordered.
- (d) The Committee decided that the principle should be instituted of allowing for multi-member households an unrestricted choice for the subscription copy of alternatives from the pocket editions and the Society's books with music.

F79/48 MEMORIAL FUND

PRESENT: Mr. J. Taylor (in the Chair), Mr. D. Macleod, Gp.Capt.D.S.Huxley,
Miss A.W. Miller, Miss M.M. Ross, Mr. T.G. Leggat, Mrs. M.G. Parker
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F79/48 MEMORIAL FUND

The Secretary reported that the Fund stood at £9550. A number of Branches had still not contributed (18 overseas and 19 home) so that there was a reasonable prospect of reaching over £10,000. Donations were still coming in.

F79/49 MAINTENANCE

The painter had reported that one window frame was rotting. The Committee asked that a quotation be obtained for the necessary repair.

F79/50 ACCESSORIES

It was agreed that meantime reduction in profit due to increased VAT would have to be accepted and that prices would be adjusted at the normal price review in March.

F79/51 SUMMER SCHOOL 1980

It was recommended that the application form should indicate that the stated fees would be subject to any increase in VAT.

Increases in the University charges and VAT would cause a considerable increase in fees and the Committee set the fees for 1980 as under:

RESIDENTS	One week	£67
(Including examination candidates)	Two weeks	£132
NON-RESIDENTS	One week	£18
(including examination candidates)	Two weeks	£35

F79/52 RECORD 1980

Mr. Bobby Crowe's quotation of £520 for the recording of the music for Book 1 was accepted. (Band personnel as before). A quotation from the studio was awaited.

F79/53 OTHER BUSINESS

- (a) Laird Records: It was recommended that Laird Records should be invited to resume selling records at Summer School.
- (b) The Secretary was instructed to write regarding the part payment which it had been agreed would be paid by the Australian branches towards the Chairman's visit.
- (c) Jean Milligan biography: It was decided that a float of £75 should be made to each of the co-authors of the Jean Milligan biography for petty expenses in connection with their work.
- (d) Teachers' Associations: The Committee recommended that the subscription to be paid to the Society annually by a Teachers' Association (Rule IV, para 4) should be £25 per annum.
- (e) Film: The Secretary reported that an advance payment would be required by Jordanhill College in December and that a meeting and a script were urgently sought by Mr. Lavender. Details regarding administration, copyright etc. had to be settled and until the script was available there could be no firm costs. A copy of the original letter setting out the aims of the film would be sent to Mr. Macleod and Dr. MacFadyen. Delft Branch had sent £100 as a donation towards the making of the film.
- (f) Examination Tour North America: The Committee noted that it had been estimated that the cost of internal travel for the additional examiner for North America would be 500 dollars and there would be the extra return fare.

F79/54 NEXT MEETING

This would be decided at the Executive Council Meeting on 17th November. The Convener thanked the Committee for their support in the past and the Committee in turn expressed their appreciation of Mr. Taylor's services as Convener of the Finance Committee.

The meeting closed at 4.15 p.m.

James Stewart
19/1/80. Chairman

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF MEETING OF FINANCE COMMITTEE AT
12 COATES CRESCENT, EDINBURGH, ON SATURDAY,
19th JANUARY, 1980, AT 2 P.M.

PRESENT: Mr J Taylor (in the Chair), Mrs M G Parker, Mr D Macleod,
Capt. D S Huxley, Miss F I Galway, Miss A W Miller,
Miss D A Paterson, Miss M M Ross.

ATTENDING: Miss M M Gibson (Secretary), Mrs M G Hall (Cashier),
Miss D M Vaughan (Treasurer)

F80/1 APOLOGIES

Mr T G Leggat. The Committee recorded their sorrow at learning that Mr Leggat was unable to attend because of his father's very serious illness.

F80/2 MINUTES

The Minutes of the Meeting on 27th October were unanimously approved.

F80/3 BUSINESS ARISING

- (a) F79/47(c). A revised quotation for leaflets was accepted. £186 for 1,000 each of two single leaflets.
- (b) F79/53(f). The Committee noted that examiners would continue to tour North America every second year only as had been the custom in the past.
- (c) F79/53(c). The Secretary reported that the advance payment for the film had been paid (£250 paid by the Society and £250 paid by the Sports Council). The Grampian Region had now replied that they could not assist with the film.

F80/4 FINANCIAL STATEMENTS

- (a) The Statement of Accounts paid since the last meeting was approved: £3336.72 (October); £9866.51 (November); £2804.21 (December).
- (b) The schedule of investments as at 31st December, 1979, was accepted.
- (c) The Statement of Income and Expenditure from 1st July to 31st December, 1979, was accepted.
- (d) Autumn School. It appeared that Edinburgh Branch had included the Autumn School in their accounts for the A.G.M. and that all accounts had been settled including payment for the Hall for the A.G.M. The Secretary was asked to explain the position to Branches undertaking to host the A.G.M. in the future - i.e., that the Headquarters pay for the Hall for the morning class and for the Meeting itself. Headquarters also, after consultation with the Branch, appoint and pay for the teacher and pianist for the morning class; profits accruing from the morning class would go to offset the cost of the Hall.

F80/5 MAINTENANCE

- (a) Committee Room Window Sill: To replace a rotting window sill would cost around £12. The Secretary was asked to have the work put in hand.

PRESENT: Mr J Taylor (in the Chair), Mrs M G Parker, Mr D Macleod,
Capt. D S Huxley, Miss F I Galway, Miss A W Miller,
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- (b) The schedule of investments as at 31st December, 1979, was accepted.
- (c) The Statement of Income and Expenditure from 1st July to 31st December, 1979, was accepted.
- (d) Autumn School. It appeared that Edinburgh Branch had included the Autumn School in their accounts for the A.G.M. and that all accounts had been settled including payment for the Hall for the A.G.M. The Secretary was asked to explain the position to Branches undertaking to host the A.G.M. in the future - i.e. that the Headquarters pay for the Hall for the morning class and for the Meeting itself. Headquarters also, after consultation with the Branch, appoint and pay for the teacher and pianist for the morning class; profits accruing from the morning class would go to offset the cost of the Hall.

F80/5 MAINTENANCE

- (a) Committee Room Window Sill: To replace a rotting window sill would cost around £12. The Secretary was asked to have the work put in hand.
- (b) The quotation of £65 (including paper) for the re-papering of the damaged cloakroom ceiling was accepted. It was decided not to proceed with the redecoration of the room as a whole.

F80/5cont.. (c) The quotation of £180 (plus paper) for the redecoration of the Archives Room was accepted.

(d) The quotation of £295.40 for the floor preparation and covering of the Archives Room was accepted.

F80/6

ACCESSORIES

- (a) It was decided not to proceed with coaster mats as they appeared to be too expensive.
- (b) The Committee authorised the order for diaries for 1981 and noted that the selling price would be around £1.50
- (c) The Committee ratified the order for tea towels and noted that they also would increase in price probably to £1.50
- (d) The Secretary was asked to obtain a quotation for posters (200-500 depending on price) for use by Branches.
- (e) Notelets/Christmas Cards. A quotation was awaited. The Committee approved a design to be executed in blue and white. A further design was still awaited from an artist.
- (f) The Secretary was asked to investigate the possibility of obtaining serviettes with the Society motif.
- (g) It was decided to order 250 Tape Measure Key Rings (£161.74 incl. VAT)
- (h) It was decided to order 75 key cases with the Society name (£35)
- (i) The Committee decided against stocking biro pens.
- (j) The Publications Committee had asked the Finance Committee to consider the provision of badges for children. The Secretary was instructed to obtain a quotation for a cheap metal badge with the dancers motif but without the Society's title as the children could not be members.

F80/7

STAFF SALARIES

Salary payments from 1st January were approved. (Details in paper apart).

F80/8

MEMBERS' EXPENSES

The Committee revised the table of expenses (travel and subsistence) for members attendance at meetings, the revised rates to be operative from the next meeting (26th April). The new rates were to be:

Lunch	£1.50
Evening Meal ..	£2.00
Overnight Allowance	£7.50

F80/9

NEXT MEETING

Saturday, 26th April at 2 p.m. in Edinburgh.

The meeting closed at 3.30 p.m.

James Lee
..... Chairman

26/4/80
Date

MINUTES OF MEETING OF THE FINANCE COMMITTEE AT
12 COATES CRESCENT, EDINBURGH, ON SATURDAY,
26TH APRIL, 1980, AT 2 P.M.

PRESENT: Mr. J. Taylor (in the Chair), Mrs. M.G.Parker, Capt. D.S. Huxley,
Miss F.I. Galway, Miss A.W. Miller, Mr. T.G. Leggat, Miss D.A.Paterson,
Miss M.M. Ross.

ATTENDING: Miss M.M.Gibson (Secretary), Mr.E.Wishart (Treasurer's Office)

Obituary: The Committee recorded their regret at hearing from the Chairman that Mrs. Margaret Hall, Cashier, had died at the end of March.

F80/10 APOLOGIES

Mr. D.A. Macleod. Miss Vaughan (Treasurer) was unable to attend owing to indisposition and the Committee hoped that she would make a speedy recovery.

Miss Paterson intimated that this would be the last meeting which she would be attending and the Committee recorded their appreciation of the work she had done for the Committee and for the Society as a whole.

F80/11 MINUTES

The Minutes of the Meeting on 19th January, 1980, were unanimously approved.

F80/12 BUSINESS ARISING

- (a) Film: The Chairman reported that originally we had been given to understand that the film would cost £2,500; in more detail the figure given was £4,000. It had been decided that the Society could pay 50% and would seek a sponsor for the other 50% and the Scottish Sports Council had agreed to do this. Later on we received intimation from Jordanhill College that the cost had risen to £6,500 and, adding necessary RSCDS expenditure to this, the total came to £7,000. Mr. Taylor then held a meeting with the producer and arranged to have costs cut to around £5,000 by savings here and there. The Sports Council had now agreed to increase their grant by £500 leaving the Society to find perhaps £1,000 more than had been anticipated for the film. If all went well it should be ready by October.

We had also applied for financial assistance from the Scottish International Education Trust and awaited their reply which would not be available until July.

The Committee agreed unanimously that the additional cost should be met and that the film should be completed.

- (b) The Secretary reported that all authorised maintenance work at Headquarters had been completed.

F80/13 FINANCIAL STATEMENTS

- (a) The Statement of Accounts paid since the last meeting was approved: £2,432.26 (January); £2,480.57 (February); £3,651.64 (March).

- (b) The Schedule of Investments as at 31st March, 1980 was accepted. Mr. Wishart was instructed to arrange consultation with the broker for the reinvestment on the best terms of the investment with the City of Edinburgh, repayable on 15th May, 1980.

- (c) The Statement of Income and Expenditure from 1st July to 31st March was accepted.

The Committee remitted to the General Purposes Committee consideration of the schedule of meetings of sub-committees with a view to reducing expenditure. Mr. Wishart undertook to provide a breakdown of costs of meetings for the next General Purposes Meeting.

F80/14 PRICE LISTS

- (a) In view of rising costs, especially in paper and wages, the Committee accepted the price increases necessary for RSCDS publications etc.

PRESENT: Mr. J. Taylor (in the Chair), Mrs. M.G.Parker, Capt. D.S. Huxley,
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F80/14 PRICE LISTS

(a) In view of rising costs, especially in paper and wages, the Committee accepted the price increases necessary for RSCDS publications, etc.

(b) In view of the fact that Branches were not in all cases paying promptly on receipt of Statements, the Committee decided that discount should be disallowed where payment on statements were delayed beyond two months from the date of the Statement.

F80/15 ACCESSORIES

The number of accessories available to members had been considerably expanded and a new list (before the Committee) was being supplied to all Branches.

It was decided that while the discount on books and records would remain at 15% for Branch purchases, the discount on accessories would revert to 10%

The Committee decided to accept the quotation for badges for children (blue dancing figures on white) and to order 1,000 (£76 plus VAT plus carriage). These would retail at 15p with Branches having 10% discount.

F80/16 RECORDS

It was decided not to supply Colleges of Education with free copies of RSCDS records.

F80/17 POSTAGE

It was decided that in future no charge would be made to overseas Branches for the postage of Bulletins and Subscription Copies.

F80/18 MENUHIN FILM

The film was suffering considerable damage when on loan to Branches or on hire to affiliated groups and at present it had been arranged to have it examined, with a view to repair, by BBC Enterprises.

It was suggested that 8 mm film might fare better and the Secretary was instructed to write to BBC Enterprises to ask -

- (a) if the present 16 mm film could be reduced to 8 mm.
- (b) what the cost would be of providing reels of 8 mm.
- (c) if it would be possible to have it on video tape on both the VHS and Betamax formats.

F80/19 STAFF

In view of the changes in Staff, it was decided that Mrs. Wallace should be redesignated Assistant Secretary. Miss M. Wilkie had been engaged as Office Assistant to undertake the duties previously carried out by Mrs. Hall. (Paper apart).

F80/20 TEACHERS FOR SOUTH AFRICA

The Branches in Africa had been very pleased that a teacher would visit them in 1981 (Jean Milligan Memorial Fund project) but had asked if it were possible to have two and that they should be examiners. The Committee decided that two should be sent out and if the Memorial Fund interest did not entirely cover the travel that the balance should be found from the reserve set aside for this purpose. The Finance Committee recommended that the Examinations Committee should nominate two examiners to undertake the tour which was being organised by Johannesburg Branch on behalf of the Society's Branches and Affiliated Groups in Africa, the tour to include teaching and examining.

F80/21 OFFICE EQUIPMENT

The Secretary reported that the Roneo duplicating machine, now nine years old, was beyond economic repair and that a new machine would cost £1070. £70 could be allowed for the old machine. In view of the necessity of having the duplicator the Committee decided that a new machine should be purchased.

F80/22 NEXT MEETING

2nd August at St. Andrews.

James Faesher.

Chairman 2/4/80 -

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE FINANCE COMMITTEE AT UNIVERSITY
HALL, ST. ANDREWS, ON 2ND AUGUST, 1980, AT 2 P.M.

PRESENT: Mr. J. Taylor (in the Chair), Mrs. M.G. Parker, Mr. D. Macleod,
Miss F.I. Galway, Gp. Capt. D.S. Huxley, Miss A.W. Miller,
Miss M.M. Ross.

ATTENDING: Miss M.M. Gibson (Secretary), Mr. E. Wishart (Treasurer's Office)

F80/23 APOLOGIES

Mr. T.G. Leggat, Miss D.M. Vaughan

F80/24 MINUTES

The Minutes of the meeting on 26th April, 1980, were unanimously approved.

F80/25 BUSINESS ARISING

(a) F80/12 - Film: Some little work remained to be done on the film and it was anticipated that it should be complete around October. A Ball was to be held on 21st November in Jordanhill College with formal dress and shots of the dancing would be taken there for crowd scenes. Tickets were to be £2 and any surplus would go towards the cost of the production. A contract was in process of being arranged with the College, the Chairman said.

The Secretary reported that the Scottish International Education Trust had intimated that they were unable to make a grant towards the production of the film.

(b) F80/18. The Secretary reported that BBC Enterprises had repaired the Menuhin film by replacing the first 100 feet at a cost of £17.25. They had done this as a favour as they did not usually do repairs.

F80/26 FINANCIAL STATEMENTS

(a) The Statement of the accounts paid since the last meeting was approved. £7,630.47 (April); £3,000.81 (May); £7,051.50 (June).

The Secretary was asked to discuss with the Bank Manager the possibility of waiving bank charges.

(b) The list of investments was accepted and the following decisions made:

(i) Authorisation was given to realise any one of the three Investment Trusts and to re-invest more profitably.

(ii) The withdrawal was authorised of £3,000 from the Standard Property Investment Co. for re-investment subject to advice from the Broker.

It was agreed that the Chairman be consulted by the Treasurer before re-investment was undertaken in both instances.

(c) The Statement of Income and Expenditure for the year ended June, 1980, and the Balance Sheet as at that date (subject to audit) were before the Committee. Mr. Wishart was asked to ascertain if the property insurance was index linked. The Committee decided that £1500 should be provided for the film production and that transfers should be made as follows: £500 Extension Work Overseas; £1,000 - Examiners/Teachers' Overseas travel expenses; £1,000 to repairs and maintenance of Headquarters and £500 to the Staff Fund.

(d) The Estimates of Income and Expenditure for the year ending 30th June, 1981, were accepted with amendments to the Appropriation Account.

F80/27 ADDITIONAL LEAFLET FOR 1980.

The Committee authorised the expenditure of £87 for the production of the leaflet dance "Miss Allie Anderson".

F80/28 QUOTATIONS FOR BOOK 30

Only one firm had provided a quotation by 2nd August. It was agreed that a further week or two should be awaited for the other two since this first quotation was valid for 21 days. The Chairman, the Convener of the Publications Committee and the Secretary, were empowered to select the quotation most advantageous to the Society.

The Committee agreed on the fee to be paid to Mrs. Muriel Taylor for arranging the dances. (Paper apart).

F80/29 PUBLIC LIABILITY INSURANCE

The Society's insurance did not cover contents of halls and the Committee considered that Branches should be advised to check whether or not contents were insured by Hall owners. A copy of the Society's Insurance cover would be sent to all Branches for information.

F80/30 EXTENSION WORK OVERSEAS

In response to a request from the Scottish Tourist Board a team composed of members of Aberdeen and Edinburgh Branches were going out to Madrid and on behalf of both Branches a request had been submitted for assistance with fares from Scotland to London from which city fares to Spain were covered. It was decided to allot £460 (the standard rate for 23 persons) to be divided between the Branches in proportion to the numbers making up the party and on the understanding that all were members of the RSCDS.

F80/31 POSTERS

It was decided to order 500 posters at a cost of £24.15 and to supply one free to each Branch; thereafter they would be sold at 5p each plus postage.

F80/32 RECORDS

Mr. Macleod reported that he had been told that DECCA were scrapping production of Scottish Country Dance Records, including the record produced for the 50th anniversary of the Society by Jim Macleod. The Secretary was instructed to write to DECCA to see if there was a possibility of the Society purchasing their stocks for re-sale.

F80/33 OFFICE MAINTENANCE

The Secretary was requested to obtain quotations for the repair and decoration of the Cloakroom and upstairs Stock Room at Headquarters.

F80/34 DAVID FINLAY TROPHY

Mr. Taylor intimated that a Mrs. Doreen Grant had donated a rose bowl - the David Finlay Memorial Rosebowl - which had been offered to Dundee Branch and which would be available for Festival Competitions at which Mrs. Grant would like to make the presentation.

F80/35 STAFF

The Chairman intimated that Mrs. Edgar had resigned since she could not meet the commitment to come to St. Andrews and that Miss Wilkie was also resigning. It was decided that the positions would be filled by advertising in the press. (Other staff items are included in a paper apart).

F80/36 NEXT MEETING

25th October, 1980.

Chairman

Date

James Faenoy
25/10/80.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE FINANCE COMMITTEE AT 12 COATES CRESCENT,
EDINBURGH, ON 25TH OCTOBER, 1980, AT 2 P.M.

PRESENT: Mr. J. Taylor (in the Chair), Mrs. M.G. Parker, Mr. D. Macleod,
Gp.Capt.D.S. Huxley, Miss A.W. Millar, Miss M.M. Ross.

ATTENDING: Miss M.M.Gibson(Secretary), Mr. E.Wishart (Treasurer's Office).

F80/37 APOLOGIES

Miss F.I. Galeay, Mr. T.G. Leggat, Miss Vaughan.

F80/38 MINUTES

The Minutes of the Meeting on 2nd August, 1980, were approved.

F80/39 BUSINESS ARISING

- (a) F80/26(c) Property Insurance: The Chairman said that the building had been valued some time ago and was insured for the appropriate sum. The Insurance Company would prefer index linking and the Chairman had undertaken to have the property revalued now so that the insurance could be adjusted and index linked.
- (b) F80/28: The Secretary informed the Committee that Book 30 had gone to a new printer - Buccleuch Printers - who had submitted the most competitive estimate.
- (c) F80/32 - The Secretary reported that the Society had acquired 300 Decca Records of Jim MacLeod and His Band - a recording made for the Society's Jubilee.
- (d) F80/33 - Maintenance: The Committee accepted quotations for the redecoration of the Cloakroom and Toilets and the upstairs stock room amounting to £298.00 in all.
- (e) F80/29 - Public Liability Insurance: Miss Ross asked why the insurance arranged by Headquarters could not cover halls, etc. hired by Branches. Mr. Wishart explained that the HQ policy did cover buildings hired by Branches but not the contents. Mr. Taylor said he would arrange for an insurance representative to call to discuss the matter with the Secretary to see if a solution could be found to cover contents.

F80/40 FINANCIAL STATEMENTS

- (a) The Statement of accounts paid since the last meeting was approved: £3,796.58 (July); £9,509.88 (August); £2,878.22 (September).
- (b) The list of investments as at 30th September, 1980, was accepted.
- (c) The account for the 1980 Summer School was approved.

Fees for the 1981 Summer School were fixed as follows and it was noted that the increase was due to the considerable rise in catering costs.

One week course - Tuition and Maintenance	£78
Two Week Course do.	£154
One week course - Tuition only	£19
Two week Course do.	£36

- (b) Branch Accounts: Mr. Wishart reported that Branch returns had come in well with 75 out of 82 Home Branches (still to be received: Bedfordshire, Bournemouth, Bristol, London, Moffat, South Wales and Winchester) and 38 out of 44 Overseas Branches (still to come: Mornington Peninsula, Atlanta, Hawaii, New York, Northern Virginia and Twin Cities) having been rendered for 1979/80. Almost all Branches were in a healthy financial state though one or two showed too little activity.

F80/41 OFFICE EQUIPMENT

- (a) The Committee authorised the purchase of two more metal cupboards (estimated not more than £200) for archives etc.

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F80/41 OFFICE EQUIPMENT

- (a) The Committee authorised the purchase of two more metal cupboards (estimated not more than £200) for archives, etc.
- (b) It was decided to instal some form of heating in the Archives Room and £50 was allotted for the purchase of a heater with a time switch. The Secretary was asked to take advice regarding the most economical type of heater or tubular heating.

F80/42 EXAMINATION TAPES

The Committee authorised the expenditure of £206 for 100 tapes of the music for each of the examinations.

F80/43 EXTENSION WORK OVERSEAS

- (a) It was agreed to contribute £100 towards the visit of a London Branch team to Belgium in May, 1980.
- (b) Reports and statement of accounts had been received from Ayr Branch and from Mr. Hamilton for the Aberdeen and Edinburgh Branches in respect of team visits abroad.

F80/44 INSTRUCTIONAL FILM

The Secretary reported that the contract had not yet been returned from Jordanhill College. It was agreed to write to the College urging them to send us the contract as soon as possible.

F80/45 SECURITY

The Committee were informed of a break-in and burglary on 26th September which had occasioned £1,020 worth of damage and loss.

Measures for the increased security of Headquarters were being considered. On Group Captain Huxley's suggestion, it was decided that the Secretary should obtain advice from the Police as to the best means of increasing security at a reasonable cost.

The Committee remitted to the Publications Committee consideration of the replacement of the record player, tape recorder, etc. which were among the items stolen and for which claim had been made on the insurance company.

F80/46 STAFFING

The Secretary reported that the staff was now up to full complement.

F80/47 RECORD FOR BOOK 30.

The quotations for the production of the record amounted to £4,000 and the Committee authorised this expenditure for 2,500 records.

F80/48 OVERSEAS TOURS

The Secretary reported that an estimate had been obtained for the cost of travel for the two teachers/examiners going out to Africa next year. The trip from Edinburgh to Johannesburg - to Nairobi - home was estimated at £815.50 each. One fare would be paid from the Memorial Fund and one from the Overseas Travel Fund as previously agreed.

F80/49 ACCESSORIES

The Chairman produced two samples of shoe bags and was continuing to pursue the matter in order to find an economical and suitable article.

F80/50 NEXT MEETING

- To be decided at Executive Council Meeting on 15th November, 1980.

The Chairman thanked all members for their work and attendance over the past year and Mr. Macleod, who would not be serving on the Committee, next year, wished the Chairman every success during the remainder of his term of office.

The meeting closed at 3.50 p.m.

James Jamieson
14/4/81.
Chairman

MINUTES OF MEETING OF THE FINANCE COMMITTEE AT
12 COATES CRESCENT, EDINBURGH, ON 17TH JANUARY,
1981, AT 2 P.M.

PRESENT: Mr. J. Taylor (in the Chair), Mrs. M. G. Parker, Miss J.C.G. Bowie,
Miss M. Clark, Gp.Capt. D.S. Huxley, Miss A.W. Miller,
Miss B.A. Nairn, Miss M.M. Ross.

ATTENDING: Miss M. M. Gibson, Mr. E. Wishart (Treasurer's Office).

F81/1 APOLOGIES

Miss F. I. Galway

F81/2 MINUTES

The Minutes of the Meeting on 25th October, 1980, were approved.

F81/3 BUSINESS ARISING

- (a) F80/39: Property Insurance and Public Liability Insurance: The Chairman reported that the Insurance Policies of the Society were being thoroughly revised and a new policy was to be drafted; it was hoped to combine the present two policies into one. The stock value was being increased and a revised figure for the building and contents value were awaited by the Insurance Company. Mr. Taylor undertook to arrange for both these items to be revalued. Once a new policy had been drafted it would be put to the Committee and, if agreed, it was hoped to produce a simple statement for the information of Branches.
- (b) F80/40(a) Mr. Wishart reported that two Branches (overseas) had now sent in accounts leaving eleven still to come; he was making further contact with these Branches.
- (c) F80/41(b) Archives Room: Heating had now been installed in the Archives Room within the budget set by the Finance Committee.
- (d) F80/44 - Film: A contract had now been signed by Jordanhill College and the Society in respect of the Instructional Film. The Secretary was instructed to write to Glasgow Branch regarding the profit from the Ball which was to come to HQ to be put towards the expenses of the film.
- (e) F80/45 Burglary: The Secretary reported that the Insurance Company had paid £902.69 against the claim for £1026.19 in respect of the burglary in September, 1980. She also reported a second break-in on 8/9th January, 1981. In view of this bars had been put up in front of the basement kitchen window (£135) in addition to the screws which had been put in windows on the advice of the police (£158.60). Two burglar alarm systems were to be considered but the Insurance Company wished to scrutinise them before the Society made a decision. The matter would therefore be carried forward to the next meeting.

The Chairman suggested making microfilm records of membership and the Secretary was asked to make enquiries regarding feasibility and cost.

F81/4 BANK CHARGES

The Secretary had seen the Manager of the Bank of Scotland and had ascertained that the charitable status of the Society would absolve it from Bank Charges.

F81/5 FINANCIAL STATEMENTS

- (a) The Statement of Accounts paid since the last meeting was approved: £59,015.16 (October); £6,171.33 (November); £18,488.18 (December)
- (b) The list of investments as at 30th December, 1980 was accepted.
- (c) The Statement of Income and Expenditure for the period 1st July to 31st December, 1980, was approved.
It was decided that £2,000 would be invested. The Treasurer's office would consult the broker and advise the Chairman of confirmation of purchase.

MINUTES OF MEETING OF THE FINANCE COMMITTEE AT
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- (c) F80/41(b) Archives Room: Heating had now been installed in the Archives Room within the budget set by the Finance Committee.
- (d) F80/44 - Film: A contract had now been signed by Jordanhill College and the Society in respect of the Instructional Film. The Secretary was instructed to write to Glasgow Branch regarding the profit from the Ball which was to come to HQ to be put towards the expenses of the film.
- (e) F80/45 Burglary: The Secretary reported that the Insurance Company had paid £902.69 against the claim for £1026.19 in respect of the burglary in September, 1980. She also reported a second break-in on 8/9th January, 1981. In view of this bars had been put up in front of the basement kitchen window (£135) in addition to the screws which had been put in windows on the advice of the police (£158.60). Two burglar alarm systems were to be considered but the Insurance Company wished to scrutinise them before the Society made a decision. The matter would therefore be carried forward to the next meeting.

The Chairman suggested making microfilm records of membership and the Secretary was asked to make enquiries regarding feasibility and cost.

F81/4 BANK CHARGES

The Secretary had seen the Manager of the Bank of Scotland and had ascertained that the charitable status of the Society would absolve it from Bank Charges.

F81/5 FINANCIAL STATEMENTS

- (a) The Statement of Accounts paid since the last meeting was approved: £59,015.16 (October); £6,171.33 (November); £18,488.18 (December)
- (b) The list of investments as at 30th December, 1980 was accepted.
- (c) The Statement of Income and Expenditure for the period 1st July to 31st December, 1980, was approved.
It was decided that £2,000 would be invested. The Treasurer's office would consult the broker and advise the Chairman of confirmation of purchase.
- (e) The account for the Autumn School was accepted.

F81/6 JEAN MILLIGAN MEMORIAL FUND

The Secretary reported that the Fund now stood at £14,784.21 of which £14,600 was invested at 13½ per cent and the remainder with the Bank at 13%

F81/7 BASEMENT PREMISES

The lease for the basement premises was due to expire in May, 1981. It was decided to offer a renewal of the lease at a rental of £800 (i.e. £200 Maximum more than the present rental).

F81/8 BULLETIN

Advertising Rates: It was decided that the advertising rates should be increased to £50 for a full page and £30 for half a page.

Cost: In order to make economies in Bulletin costs advice had been sought from the printer who suggested a smaller size of page. It was decided to inform the Publications Committee that it was proposed to adopt the new smaller size as a saving in costs and in postage.

F81/9 INSURANCE FOR EXAMINERS/TEACHERS GOING OVERSEAS

It was decided that the Secretary should make further enquiries from travel agents, from the Bank and from the AA regarding rates and conditions of suitable insurance.

F81/10 1981 LEAFLETS

A fee was decided for the music arrangements required for the 1981 leaflets. (Paper apart)

F81/11 ADVERTISING

The Committee considered the rates for TV advertising. It was agreed that they would not be cost effective and it was decided not to pursue the matter.

F81/12 ACCESSORIES

- (a) The Chairman reported that shoebags made of material would be too expensive and the Secretary was now in process of investigating the possibility of obtaining plastic bags with the Society motif design on both sides.
- (b) It was decided to discontinue diaries, address books, Christmas cards, ash trays and key cases once the present stocks were exhausted as they were slow moving items and the cost was rising. The Secretary reported that several items had increased in price since the price list was published and it was inevitable that prices would be increased to purchasers.
- (c) A quotation had been received for the printing of the cookery book compiled by Mrs. Stoker of London Branch (£2915 for 3,000 copies). It was considered that 3,000 copies would not be sold sufficiently quickly for this large outlay and the Secretary was instructed to ascertain costs for 1,000 and to seek further quotations for a reduced cost.

F81/13 STAFF

Miss Wann and Miss Dryburgh were confirmed in their appointments of Office Assistants. Salary increases for all staff were approved from 1st January. (Details in paper apart).

F81/14 OTHER BUSINESS

- (a) Investment: The Committee advocated that a record of music for the 1980 and 1981 leaflets should be made - to be available for summer school; the matter was remitted to the Publications Committee for guidance.

The Secretary will prepare quarterly a disbursement forecast for the information of Committee members/

(b)

- (b) The following suggestions were put forward for consideration at the next meeting:-
- (i) An additional type of membership covering 5 years at five times the current annual membership.
 - (ii) The possibility of holding a get together after a Council Meeting or having a buffet lunch beforehand so that members could get to know each other. The Secretary was asked to ascertain the cost of such a lunch - to be set against the allowable claim for members' expenses.
 - (iii) Reconsideration of rates of expenses for attendance at Committee meetings.

F81/15 NEXT MEETING

25th April, 1981

The meeting closed at 4.30 p.m.

MINUTES OF THE FINANCE COMMITTEE MEETING AT
12 COATES CRESCENT, EDINBURGH, ON 25TH APRIL, 1981
AT 2.00 P.M.

PRESENT: Mr. J. Taylor (in the Chair), Mrs. M.G. Parker, Miss J.C.G. Bowie,
Miss M. Clark, Miss F.I. Galway, Gp. Capt. D.S. Huxley, Miss A.W. Miller,
Miss B.A. Nairn, Miss M.M. Ross.

ATTENDING: Miss M.M. Gibson (Secretary), Mr. E. Wishart (Treasurer's Office).

F81/16 APOLOGIES

Miss D.M. Vaughan (Treasurer)

F81/17 MINUTES

The Minutes of the Meeting on 17th January, 1981, were approved.

F81/18 BUSINESS ARISING

(a) F81/3(a) Insurance Review.

- (i) The building had been revalued and taking inflation into account it was recommended that the building be insured for £400,000;
- (ii) likewise, an inventory and valuation had been made of the contents, (furniture and fittings) and a cover of £5,000 was required;
- (iii) stock had been revalued at £25,000.
- (iv) consequential loss would require a premium of £36 per annum to cover the necessary periods.
- (v) the separate policy for the Branches would be merged into the Singles Policy with an indemnity of £500,000 (Public Liability).

The Committee decided that the insurance cover should be increased to cover the amounts stated above, the new policy to be effective from July, 1981.

- (b) F81/3(b) Mr. Wishart reported that Branch accounts for the year ending in 1980 were awaited from 3 UK branches (Bournemouth, Winchester and South Wales) and 10 overseas branches (Western Australia, Stockholm, Boston, Los Angeles, New York, Northern Virginia, Twin Cities, Hawaii, Washington and San Francisco; the last named has been in touch regarding the matter, however.)
- (c) F81/3(e) Microfilm: The feasibility of microfilming membership records had been investigated but it appeared to present difficulties; the Committee therefore decided to drop the matter meantime.
- (d) F81/4 Bank Charges: The Committee noted that the Bank would continue to charge for stationery (i.e. special RSCDS cheques).
- (e) F81/8: The Publication Committee's approval of the new size of Bulletin was noted.
- (f) F81/9 Examiners' Insurance: The Secretary reported that the most economic insurance for the examiners going to North America had been obtained from ABTA (£19 each) and that for the two examiners going to South Africa obtained from S.A. Airways (£14 each).

F81/19 FINANCIAL STATEMENTS

- (a) The statement of accounts paid since the last meeting was approved: £2651.46 (January); £6230.06 (February), £7973.41 (March).
- (b) The list of investments as at 31st March, 1981 was accepted. In respect of the Staff Fund, it was decided to renew the City of Edinburgh Bond (£750) for five years at 12 $\frac{1}{2}$ % and to transfer £2,000 from the Bank of Scotland Deposit Account to North West Securities (at a higher rate of interest and monthly availability).
- (c) The statement of income and expenditure to 31st March, 1981, was approved and the forecast of required expenditure noted.

F81/20 OFFICE EQUIPMENT

It was decided to exchange the present photocopier and the addressograph equipment for a copier which could satisfy both needs and which would not require the special heavy photographic paper at present necessary. The cost of the refurbished copier less allowances for the present photocopier would be £600 (plus the copy kit £248 offset by saving of £129.03 the cost of maintenance now due on the old copier).

F81/21 BURGLAR ALARM

The Committee decided to accept the quotation (approved by the Society's Insurance Company) of the Fife Alarm Services for a Burglar Alarm at Headquarters. (£506 installation and £66 p.a. maintenance).

F81/22 FILM

- (a) The Committee noted the reply from Glasgow Branch that there were no profits accruing from the Ball.
- (b) The Committee authorised a further payment of £1172.50 to Jordanhill College which together with a like amount from the Sports Council made up the total stated in the contract with the College.

F81/23 MAINTENANCE

Quotations were accepted for the redecoration of the Vestibule, Hall, passage, stairs and basement corridor amounting in all to £495.

F81/24 ACCESSORIES

- (a) The Committee saw samples of the plastic shoe and carrier bags and membership card holders and noted that they were now available.
- (b) Further estimates for the cookery book were considered. The Committee were dubious about the ability to dispose of any large number of the books and the quotations under review were not sufficiently low to permit of an attractive selling price. The Committee considered that the Selling Price would have to be under £1.50 and should allow for a modest profit. It was decided to ask Mrs. Stoker who had collected the recipes and had prepared the drafts to see if she could find a cheaper printer in the London area.

F81/25 TRAVELLING EXPENSES AND SUBSISTENCE.

The Committee reviewed the current rates of travel and subsistence allowances for members attending meetings and decided that the following revised rates would be effective from 1st July:

- (a) Lunch £1.75
- (b) Evening Meal £2.50
- (c) Overnight Allowance £8.50

F81/26 EXTENSION WORK

It was decided to grant £240 to Ayrshire N.W. Branch for assistance in travel by a demonstration team to Brittany in June.

F81/27 BANK SIGNATORIES

At the Banks' request fresh authorisations for signatories were made as follows:

Bank of Scotland: Current Account - James Taylor (Chairman), Mrs. Margaret G. Parker (Vice Chairman), M. Muriel Gibson (Secretary), D.M. Vaughan (Treasurer), Agnes W. Miller (Committee Member). Petty Cash Account - James Taylor (Chairman), M. Muriel Gibson (Secretary), D.M. Vaughan (Treasurer).

TSB A/Cs 05398240 and 03072135 - M. Muriel Gibson (Secretary), Miss D.M. Vaughan (Treasurer).

F81/28 NEXT MEETING

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F81/28 NEXT MEETING

1st August, 1981, at St. Andrews

The meeting closed at 4.15 p.m.

James Taylor
Chairman
1/8/81

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE FINANCE COMMITTEE MEETING IN
ST. SALVATOR'S HALL, ST. ANDREWS, ON
SATURDAY, 1ST AUGUST, 1981, AT 2 P.M.

PRESENT: Mr. J. Taylor (in the Chair), Mrs. M.G. Parker, Miss J.C.G. Bowie,
Miss F.I. Galway, Gp.Capt. D.S. Huxley, Miss A.W. Miller, Miss M.M. Ross

ATTENDING: Miss M.M. Gibson (Secretary) Mr. Wishart (Treasurer's Office)

F81/29 APOLOGIES

Miss Clark, Miss Nairn

F81/30 MINUTES

The Minutes of the Meeting on 25th April, 1981, were approved.

F81/31 BUSINESS ARISING

- (a) F81/14(b(ii)): The Chairman reported that the buffet lunch arranged for the Executive Council had been a success. It would be arranged once a year only for each first meeting of the Executive Council; he hoped that experienced members would make a point of getting to know members new to the Council. The Secretary was instructed to make arrangements for lunch on 28th November.
- (b) F81/18(a) Insurance: The final revised policy was still awaited but the Chairman assured the Committee that the Society was covered by the old policy in the meantime.
- (c) F81/18(b). Accounts: Eight Branches still had not submitted accounts for their year ending in 1980. Miss Gibson undertook to speak to members of two of these Branches, who would be at Summer School.
- (d) F81/21 Burglar Alarm: The Secretary reported that the telephone to the Police had still to be installed and that the RSCDS system was dependent on the system downstairs for being on. Mr. Taylor undertook to investigate the cost of separating the systems and the Committee gave authority for up to £238 to cover any additional expenditure.
- (e) F81/24(b) Cookery Book: The Secretary reported that the Cookery Book was now available at a Selling Price of 75p. It was decided that any Branch taking 200 copies or more would get trade discount (33 $\frac{1}{3}$ %) In view of the rapid sale of Professor Emmerson's book at Summer School ("Scotland through her Country Dances") the Committee authorised the order for a further 20 volumes.

F81/32 FINANCIAL STATEMENTS

- (a) The Statement of Accounts paid since the last meeting was approved: £5,840.76 (April), £12,623.45 (May), £7179.96 (June).
- (b) The list of investments as at 30th June, 1981, was accepted. A City of Edinburgh Loan was due to mature in November, 1981 and it was decided to reinvest with the City of Edinburgh again to the best advantage.

Mr. Wishart was asked to make some investigation into non-contributory pension schemes; in the meantime he was asked to consider the possibility of investing £2,000 of the Staff fund at a more favourable rate than at present. He was also asked to seek broker's advice regarding an investment which would give a greater yield for the Jean Milligan Memorial Fund.

- (c) The Statement of Income and Expenditure for the year ended 30th June, 1981, was approved.
- (d) The Balance Sheet as at 30th June, 1981, was approved subject to audit. It was decided that transfers to the Appropriation Account would be made as follows: £5,000 Publications, Records and Films; £1,000

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Miss F.I. Galway, Gp. Capt. D.S. Huxley, Miss A.W. Miller, Miss M.M. Ross
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- (e) The Estimate of Income and Expenditure for the year 1981/82 was approved with amendments.

F81/33 EXAMINATION PUBLICATIONS

The quotation from Buccleuch Printers for the Examination Syllabuses was accepted (£258). The Committee decided that the syllabuses would be sold at 20p per booklet and that in view of recent increases postage would be charged on both syllabuses and on sets of prescribed dances.

F81/34 EXTENSION WORK

Applications were received from Edinburgh and London Branches and it was decided to grant each £240. The Committee asked that Branches should provide balance sheets for the trips and instructed the Secretary to request Edinburgh Branch to give more notice in future.

F81/35 MEMBERSHIP

After some discussion it was decided not to introduce a further category of membership.

F81/36 ACCESSORIES

Executive Council had asked the Committee to look at the discount on accessories. It was unanimously decided to leave the discount on accessories at 10% and it was noted that the question had arisen because of one isolated instance when shoe bags had been ordered; taken in context of the Branch quarterly statement there appeared to be no reason to change the present policy.

F81/37 RECORD STORAGE

It was agreed to purchase shelving for the storage of records and the Committee approved expenditure of approximately £135 (£117.37 + VAT) for this purpose.

F81/38 FILM "TAKE YOUR PARTNERS"

The film was not yet ready and the matter of hiring, selling, etc. was carried forward to the next meeting.

F81/39 PUBLICATIONS

- (a) It was decided to order only 2,000 of the Children's Book in the first instance and that the quotation from Buccleuch Printers should be accepted. Only a guide estimate (£560) had been given as the text was not yet finalised; a firm quotation would be produced in due course and reported to the next meeting.
- (b) It was noted that the music for the Children's Book would be recorded by Muriel Johnstone and a fee was approved (Paper apart). The expenditure of approximately £400 for 200 tapes was also approved.
- (c) It was decided to carry forward the quotation for the 1982 subscription copy until the next meeting when it was hoped that the final text would be ready for the printer.

F81/40 BUILDING

Edinburgh District Council had drawn attention to the fact that as listed premises our door lintels should not be painted. It was decided that when the entrance was next due for painting appropriate action would be taken.

F81/41 ADJUDICATOR'S COURSE

The Committee gave approval for payment in connection with the provision of a suitable hall for the course and for the day's subsistence for all concerned. It was decided, however, that travel would be the responsibility of the individual potential adjudicators.

F81/42 STAFF

Staff items are included in a paper apart.

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F81/37 RECORD STORAGE

It was agreed to purchase shelving for the storage of records and the Committee approved expenditure of approximately £135 (£117.37 + VAT) for this purpose.

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The film was not yet ready and the matter of hiring, selling, etc. was carried forward to the next meeting.

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- (a) It was decided to order only 2,000 of the Children's Book in the first instance and that the quotation from Buccleuch Printers should be accepted. Only a guide estimate (£560) had been given as the text was not yet finalised; a firm quotation would be produced in due course and reported to the next meeting.
- (b) It was noted that the music for the Children's Book would be recorded by Muriel Johnstone and a fee was approved (Paper apart). The expenditure of approximately £400 for 200 tapes was also approved.
- (c) It was decided to carry forward the quotation for the 1982 subscription copy until the next meeting when it was hoped that the final text would be ready for the printer.

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Staff items are included in a paper apart.

F81/43 NEXT MEETING

24th October, 1981

James Jackson
Chairman 24/10/81

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE FINANCE COMMITTEE MEETING AT
12 COATES CRESCENT, EDINBURGH, ON SATURDAY,
24TH OCTOBER, 1981, AT 2 P.M.

PRESENT: Mr. J. Taylor (in the Chair), Mrs. M. G. Parker, Miss J.C.G. Bowie,
Miss M. Clark, Miss F. I. Galway, Gp.Capt. J.D.S. Huxley,
Miss A. W. Miller, Miss B. A. Nairn, Miss M. M. Ross.

ATTENDING: Miss M.M. Gibson(Secretary), Mr. E. Wishart (Treasurer's Office)

F81/44 APOLOGIES

There were no apologies.

F81/45 MINUTES

The Minutes of the Meeting on 1st August, 1981, were approved.

F81/46 BUSINESS ARISING

- (a) F81/31(b) Insurance: The revised policy had now been received - premium £948.70 p.a. A summary of the Society's Public Liability Insurance would be sent out to all UK Branches on 6th November with the Agenda for the Executive Council.
- (b) F81/31(c) Branch Accounts: Accounts still outstanding for the year ending in 1980 were: HAWAII, LOS ANGELES, SAN FRANCISCO, TWIN CITIES, WASHINGTON D.C. The Chairman undertook to write to Hawaii and the Secretary to write to the others.
- (c) Burglar Alarm. The alarm had been installed but the telephone link to the Police had not yet been connected. In these circumstances, the Secretary, after consultation with the Treasurer, had written to the firm concerned who were pressing for payment, to say that we would pay half the account now and the other half when the alarm was complete.
- (d) F81/32(b) - Non Contributory Pension Scheme. It was decided in view of the State scheme and other factors not to pursue consideration of a Non-Contributory Pension Scheme for the staff.
- (e) F81/37 - Record Racks. The Secretary confirmed that the room downstairs had now been converted to a Records Store and the racks had been delivered and erected.
- (f) F81/38 Film: The Chairman voiced his disappointment at the non-delivery of the film by now but he understood that Mr. Macleod (Convener Film Sub-Committee) had been assured that it would be delivered not later than January, 1982.
- (g) F81/39(a) Children's Book: The printing quotation was confirmed at £689 for 3,000 and the Committee decided that this number should be ordered (instead of the 2,000 suggested at the previous meeting).

F81/47 FINANCIAL STATEMENTS

- (a) The Statement of Accounts paid since the last meeting was approved: £2850.67 (July); £5654.15 (August); £76,334.04 (September).
- (b) The list of investments as at 30th September, 1981, was accepted.
 - (i) The City of Edinburgh Investment was repayable in November and it was agreed to reinvest at 14½ per cent for 5 years with the City of Edinburgh.
 - (ii) It was decided to close the Edinburgh Savings Bank Account, to make the amount of £650 up to £1,000 from the General Account and to invest this sum in a Trustee Savings Bank one year Bond.
- (c) The Summer School 1981 Account was approved.

F81/48 INVESTMENT OF FUNDS

- (a) Staff Fund: It was decided to leave funds as invested at present but so far as the Bank of Scotland Accounts were concerned the Treasurer was asked to ascertain which was the better as regards interest - Deposit Account or Deposit Receipt - with a view to putting the total amounts in the better.
- (b) Jean Milligan Memorial Fund. It was decided to leave the investment with the North West Securities. The Secretary reported that the amount invested was now £16,000.
- (c) It was suggested by Miss Ross that special interest might be allowed by the Bank of Scotland on the Current Account if the daily amount was maintained at £3,000. Mr. Wishart undertook to investigate the matter which would be discussed at the next meeting.

F81/49 PUBLICATIONS

- (a) Children's Book: Payment of Mrs. Taylor for the arranging of the music for the book was decided. (Details in Paper Apart).
- (b) 1982 Subscription Copy: The Committee noted that the text had not yet been finalised by the Publications Committee, hence no firm estimate could yet be produced. It was agreed that the work should go to the Buccleuch Printers and that £1400 be allotted for this purpose.
- (c) Record for 1982. The Committee authorised the sum of £2,500 for the production of this record. The selection of a Band was yet to be made by the Publications Committee so that no quotations could be ascertained at present.

F81/50 ACCESSORIES.

- (a) Tea Towels: In view of the imminent closure of the factory producing Scottish linen, it was decided to order 1,000 towels with a new RSCDS design. An advance payment of £500 would be paid for the linen which would be held in stock at HQ, the total mounting approximately to £1400, plus VAT and design. The design submitted was not entirely satisfactory and the Secretary was instructed to request that it be resubmitted with amendments suggested by the Committee.
- (b) Pendants. Mr. Taylor produced designs of pendants with chains which could also be used for stick pins, kilt pins and cuff links. It was agreed to continue enquiries and Mr. Taylor would ascertain prices for these articles.
- (c) Cuff Links. The quotation from the Signet Tie Co. appeared to be acceptable at £1.12 per pair plus Die Charge, Delivery Charge and VAT. It was decided that a blue crown motif on white enamelled background should be selected and that 150 pairs should be ordered but the firm should be asked to produce a sample of the round link in the actual size.
- (d) Address Books: It was decided to re-order 500 address books with the Society's crest and an inside title page; the Committee allotted £625 (plus VAT etc) for this purpose.
- (e) Diaries: Since the decision to discontinue diaries had been taken many members had evinced disappointment. It was decided therefore to order 500 for 1983 and to allow approximately £605 for this purpose.
- (f) Dolls: The Chairman had arranged for sample dolls in Scottish costume to be available for the Committee to see. It was decided to order 120 dolls of various types and to allot £300 for this purpose.
- (g) It was decided when re-ordering key rings to have the crown motif on one side and the dancers motif on the other providing the cost was not any greater than the present design.

F81/51 SUMMER SCHOOL FEES 1982

In view of the University's increases in Catering Costs the Committee set the fees for the 1982 Summer School as under:

Two weeks' residence and tuition	£169.00
One week's residence and tuition ...	£85.00
One week's tuition (i.e. non-resident) ..	£20.00
Two weeks' tuition " "	£38.00

It was decided that the deposit would be raised to £10.

F81/52 EXTENSION WORK

- (a) A report was received with Balance Sheet from the Edinburgh Branch in respect of their trip to Turkey which had been an enormous success.
- (b) Birmingham Branch was granted £240 in respect of a demonstration team visit to Italy.

F81/53 OFFICE EQUIPMENT

It was decided to purchase a more robust parcel scale for the office at a cost of £65.

F81/54 EXAMINATIONS IN NORTH AMERICA.

Correspondence had been received from Professor George Emmerson and from London (Ontario) Branch regarding costs of holding examinations and how these should be met. The Committee considered the system in the UK and felt that it could be adapted for overseas (i.e. expenses of holding the examination - excluding those borne by Society Central Funds - should be taken into consideration when fixing the fees for the training courses. The Secretary was asked to write to Professor Emmerson, London (Ontario) Branch and the TAC giving suggestions and it was hoped that a recognisably fair system could be arrived at.

F81/55 OTHER BUSINESS

Correspondence between the London Branch and the Treasurer's Office was noted.

F81/56 NEXT MEETING

The next meeting would be fixed by the Executive Council in November.

The Chairman thanked all members for their work during the year and the meeting closed at 4.10 p.m.

James Jaemox

16/1/82

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE
AT 12 COATES CRESCENT? EDINBURGH, ON SATURDAY,
16TH JANUARY, 1982, AT 2.00 P.M.

PRESENT: Mr J Taylor (in the Chair), Mrs M G Parker, Mr J C Douglas,
Mr D C Evans, Gp. Capt. D S Huxley, Miss A W Miller, Miss B A Nairn,
Miss M M Ross.

ATTENDING: Miss M M Gibson (Secretary), Mr E Wishart (Treasurer's Office).

F82/1 CHAIRMAN'S REMARKS

The Chairman wished members a Happy New Year and welcomed those who were new to the Committee.

F82/2 APOLOGIES - Miss F I Galway

F82/3 MINUTES

The Minutes of the Meeting on 24th October, 1981, were approved.

F82/4 BUSINESS ARISING

- (a) F81/46(b) Branch Accounts for 1980. The following Branches, in spite of reminders, had still not submitted their accounts for 1980: Hawaii, Los Angeles - San Francisco - Twin Cities.
(Note: Since the date of the Meeting Hawaii has submitted accounts).

The Committee expressed great concern at this situation and it was decided to offer assistance to these Branches by asking them to send their books into HQ so that Balance Sheets could be prepared here.

- (b) F81/46(c) Burglar Alarm: The Alarm was now completely installed and it had been suggested to Mackie Marketing (basement tenants) that they might make a contribution towards the cost. This they were unwilling to do but they offered to bear part of the cost of the alarm system maintenance. Together with the basic rental of the special telephone the cost was just over £173 and it was decided to suggest to Mackie Marketing that they should pay £80 annually.
- (c) F81/46(f) The film had not yet been delivered. The Secretary had asked Mr Lavender on 12th January to give her a firm date for delivery and awaited his reply.
- (d) F81/49(i) Subscription Copy 1982. The Committee accepted the revised estimate for the book which was £1525.
(ii) The 1982 Record (Book 2). The Committee noted that this would be made by Bobby Crowe and his Band.
- (e) Examinations - North America. No comments on the Secretary's letter of 2nd November had been received from Prof. Emmerson or London (Ontario) Branch. TAC comments had been received and were noted. Before considering the matter further the Committee asked that the Secretary should report to the next meeting regarding the cost of internal travel for one examiner in North America.

F82/5 FINANCIAL STATEMENTS

- (a) The Statement of Accounts paid since the last meeting was approved: £4144.42 (October): £13,485.50 (November): £4222.65 (December).
- (b) List of Investments as at 31st December, 1981, was accepted. Mr Wishart undertook to set in motion the change of names of holders where necessary and an independent investment opinion

ATTENDING: Miss M M Gibson (Secretary), Mr E Wishart (Treasurer's Office).

F82/1 CHAIRMAN'S REMARKS

The Chairman wished members a Happy New Year and welcomed those who were new to the Committee.

F82/2 APOLOGIES - Miss F I Galway

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The Minutes of the Meeting on 24th October, 1981, were approved.

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(Note: Since the date of the Meeting Hawaii has submitted accounts).

The Committee expressed great concern at this situation and it was decided to offer assistance to these Branches by asking them to send their books into HQ so that Balance Sheets could be prepared here.

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F82/5 FINANCIAL STATEMENTS

- (a) The Statement of Accounts paid since the last meeting was approved: £4144.42 (October): £13,485.50 (November): £4222,65 (December).

- (b) List of Investments as at 31st December, 1981, was accepted. Mr Wishart undertook to set in motion the change of names of holders where necessary and an independent investment opinion would be sought regarding the complete portfolio.

- (c) Statement of Income and Expenditure for the period 1st July to 31st December, 1981 was accepted.

- (d) A statement of the account for the Annual General Meeting and the Autumn School was accepted.

F82/6 EXTENSION WORK

- (a) It was decided to grant £240 to Glasgow Branch for a visit to Sweden and to ask for a Balance Sheet in due course.
- (b) Balance Sheets from Ayrshire N.W. and from Birmingham Branch for visits abroad (F81/26 and F81/52) were noted.

F82/7 ACCESSORIES

- (a) F81/50(a) Tea Towels: The revised draft promised by the designer for the date of the meeting had not been received. The Committee appointed Mrs. Parker and Miss Miller to make the decision on the acceptability of the design when it arrived.
- (b) F81/50(d) Part of the Dolls order had been received and some were sold at the A.G.M. The "Scots Lassie" order had been slightly increased and the balance would be received before Summer School.
- (c) F81/50(e) The Secretary reported that the key rings with the two motifs had been obtained at no extra cost to the present design.
- (d) F81/50(b) Samples of Art Pewter Silver items - pendants, stick pins and kilt pins were approved and the Committee allotted £704.40 (plus £64 master patterns and moulds) for the purchase of a stock of these items and decided on the selling prices.

F82/8 OFFICE EQUIPMENT

A maximum of £700 (Cost Price) was allotted for the purchase of an electric typewriter.

F82/9 PUBLIC LIABILITY INSURANCE

An affiliated group had enquired regarding participation in the Society's insurance cover. Mr Wishart had discussed the matter with the Insurance Company but found that it depended on the Society's having at least 95% control over the group's activities in order to have a legal relationship. As affiliated groups were entirely independent it was not feasible to include them in the Society's insurance.

F82/10 BEQUEST

Miss W. A. Millikin of Kirriemuir (member Forfar Branch) had died and had left £200 to the Society. The Committee decided that this bequest would be paid into the Jean Milligan Memorial Fund when it was received.

F82/11 CASSETTES

Arising from occasional requests for cassettes, the Secretary was asked to ascertain from Craighall Studios what it would cost to produce a master tape for cassettes from which small quantities could be produced from time to time.

F82/12 STAFF

Salary increases were approved for all staff from 1st January. (Details in paper apart).

F82/13 NEXT MEETING

24th April, 1982.

James Teece
24/4/82.

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE
AT 12 COATES CRESCENT, EDINBURGH, ON SATURDAY
24TH APRIL, 1982, AT 2.00 P.M.

PRESENT: Mr J Taylor (in the Chair), Mr J C Douglas, Mr D C Evans, Miss F I Galway,
Gp. Capt. J D S Huxley, Miss B A Nairn

ATTENDING: Miss M M Gibson (Secretary), Mr E Wishart (Treasurer's Office)

F82/14 APOLOGIES

Mrs M G Parker, Miss Miller, Miss Ross, Miss Vaughan

F82/15 MINUTES

The Minutes of the Meeting on 16th January were approved.

F82/16 BUSINESS ARISING

- (a) F82/4(a) The only Branch Accounts for 1980 still outstanding were those from TWIN CITIES and SAN FRANCISCO. The Secretary was asked to write yet again to these Branches to ascertain the reason for the delay.
- (b) F82/4(b) Burglar Alarm. It was noted that Mackie Marketing (the basement tenants) had agreed to pay £80 towards the cost of the service and maintenance of the alarm. It was decided they should pay this amount in quarterly instalments with the rent.
- (c) F82/4(e) Examinations - North America.
The Committee in considering the financial implications of these examinations decided they required further information and carried the matter forward to the next meeting. The Secretary was asked to provide information on the last examination tour (i.e. as an example) viz. total cost of travel, total number of candidates, etc. The Chairman undertook also to consult the Convener of the Examinations Committee.
- (d) F82/7(a) Tea Towels: The Committee saw the new designed tea towel which was now on sale; they considered the design a great improvement on the last.
- (e) F82/8 Office Equipment. The Committee noted that an electric typewriter had been purchased for £517.00.
- (f) F82/11 Cassettes. The Cassettes of music for Book 2 were now available as well as the record.

It was decided also to stock small quantities of cassettes (100 of each) 1 for records 1, 2, 4, 5 and 6 for which cassettes were not presently available.

The Secretary informed the Committee that in the cassette of the Children's Dances it had been found that Edinburgh Castle Reel was 16 bars short. A new tape was being prepared and would be sent out to all who had already purchased the faulty tape; around 150 had been sold before the fault was discovered.

F82/17 FILM

The Chairman said that the film was now completed and one copy had already been sent out to Australia. Sales within the Society would be kept at cost. For other organisations, Jordanhill College proposed sharing the profit with the Society on a 50/50 basis. The Committee were unwilling, however, to depart from the original suggestion that profits from sales should be shared on a 2/3 (Society) and 1/3 (Jordanhill) basis and it was further proposed that profit sharing should terminate after 30 copies were sold or after one year whichever was the earlier.

The/

F82/17 The cost price of the film was not yet available though the College had been asked to let us know as soon as possible. (Now ascertained currently as £180). The cost to Branches purchasing in the near future would be £180. There would be a higher price for organisations outwith the Society.

It was decided that in addition to paying postage/insurance some small payment should be made by Branches borrowing the film to go towards cost of repair or ultimate replacement.

It would be left to custodians overseas to fix this charge. In UK and Europe it would be £5.

F82/18 FINANCIAL STATEMENTS

- (a) The Statement of Accounts paid since the last meeting was approved: £3571.74 (January); £5437.85 (February); £5063.45 (March).
- (b) The List of Investments as at 31st March was accepted. The Committee noted that the Thurrock Borough Council Loan and the Government Security (Greater London Stock) would be repayable in July and May 1982 respectively. Recommendations for reinvestment including an investment sum from the Deposit Account would be put forward at the next meeting.
- (c) The Statement of Income and Expenditure from 1st July to 31st March was accepted.

F82/19 SUBSCRIPTION COPY 1982

A fee was agreed for the arrangement of the music for the 1982 Subscription copy by Mrs Muriel Taylor. (Paper Apart)

F82/20 A ANNUAL GENERAL MEETING 1982

It was decided that 50% of the cost of the lunch at the A.G.M. for Branch representatives on the Executive Council would be met from central funds.

F82/20 B EXTENSION WORK

- (a) It was decided to grant £240 to London Branch for their demonstration team visit to Saumer in France.
- (b) The Committee received the Balance Sheet in respect of the London Branch team's visit to Minden.
- (c) Munich Scottish Association hoped to arrange a special Scottish event in conjunction with their local authority in 1983 and asked for financial help in band transportation from UK. This appeared prohibitive but in view of the special circumstances it was agreed to contribute £100 towards the expenses of the event.

F82/21 OFFICE MAINTENANCE

- (a) In view of the rising costs of heating in Headquarters shown in the last account, advice had been sought from the Electricity Board. They recommended alterations to certain appliances and £500 was allotted for this purpose which it was anticipated would cut electricity bills by 25%.
- (b) It was agreed to acquire an additional fire extinguisher which was legally necessary. The cost was approximately £52.50.
- (c) It was agreed to cancel the existing service agreement on the manual Olympia typewriter and to obtain a service contract for the new electric typewriter. (£49.00).
- (d) /

F82/21

- (d) The service agreement for the photocopier appeared excessive and it was decided to leave it for the moment and to call for servicing as required; a record would be kept to see if it was worthwhile entering into a service agreement or not.
- (e) It was decided that the front entrance required attention:-
 - (i) A new name plate was suggested; the Chairman agreed to look into costs in this respect.
 - (ii) The Secretary was asked to arrange for the chrome attachments (letter box, door handle) to be removed and re-chromed.
 - (iii) The Secretary was instructed to have small repairs done to the door and to arrange for painting to be carried out.

F82/22

PUBLICATIONS

- (a) It was agreed that 250 A4 ring binders be purchased and that the Society's motif be stamped on them. These binders would be available for purchase by members for the filing of dance leaflets.
 - (b) It was agreed to allot (at the Publication Committee's request) the sum of £25 for the purchase of "Harp and Claymore" (a music publication).
 - (c) As the draft of Dr Milligan's biography was not yet available only approximate printing costs had been obtained from two possible printers. Other firms approached had been unable to undertake the work. In view of the tentative estimates the Committee decided to allot £5,000 for the provision of 2,000 copies. Firm estimates would be considered later and a printer selected.
- The Committee decided that any profit from the sale of the biography should go into the Jean Milligan Memorial Fund.

F82/23

RSCDS MOTIF

- (a) The Committee emphasised that Branches desiring to use the Society motif for any purpose must always first apply to Headquarters for approval to do so.
- (b) A request from Liverpool Branch to use the motif on fabric carrier bags for a special project was granted.

F82/24

TEACHING TOUR - FAR EAST AND AUSTRALASIA

The Secretary reported that in sending Dr MacFadyen on this project, the interest from the Memorial Fund might not cover internal travel in Australia. The Committee decided that this cost would be met from the Overseas Travelling Expenses and Extension Fund.

F82/25

TREASURER

The Chairman reported that he had received a letter from Miss Vaughan intimating her resignation as Treasurer. The Committee accepted her resignation regretfully. Miss Vaughan had been appointed to the Committee of Management of the Society in 1951 and as Treasurer in 1953 and appreciation of her long service to the Society was recorded. Her resignation would take effect from the end of the financial year on 30th June, 1982.

(NOTE: Miss Vaughan has since signified that she will continue in office until the A.G.M. in October, 1982.)

F82/26

NEXT MEETING

7th August, 1982, at 2 p.m.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE
AT UNIVERSITY HALL, ST ANDREWS, ON SATURDAY
7TH AUGUST, 1982, AT 3.30 P.M.

PRESENT: Mr J Taylor (in the Chair), Mrs M G Parker, Mr J C Douglas,
Mr D C Evans, Miss F I Galway, Gp. Capt. J D S Huxley, Miss W A Miller,
Miss B A Nairn, Miss M M Ross.

ATTENDING: Miss M M Gibson (Secretary), Mrs Jeffcoat and Mr Wishart (Treasurer's
Office).

F82/27 APOLOGIES

There were no apologies

F82/28 MINUTES

The Minutes of the Meeting on 24th April, 1982, were unanimously
approved.

F82/29 BUSINESS ARISING

- (a) F82/16(a): Branch Accounts: Only San Francisco Branch Accounts
were outstanding for 1980 but a new Treasurer had the matter in
hand and it was anticipated that they would be received shortly.
- (b) F82/16(c) Examinations: It was decided that the cost of
internal travel for the second examiner for the North American
tour would be defrayed from central funds.
- (c) F82/17: Film - The Secretary reported that Jordanhill College
had intimated that the cost of an individual film was now £220.
TAC had raised the question of insurance regarding the copies of
the film sent overseas and Mr Wishart undertook to investigate the
feasibility of such insurance and to report to the next meeting.
- (d) F82/20(c) Munich Association: A letter of thanks from the
Association was noted.
- (e) F82/21 - Office Maintenance: The Secretary reported that a new
door designed to meet the requirements of the Local Authority
Planning Department had been fitted to the entrance at Head-
quarters and that the appropriate fittings in brass had been
attached. The frames on either side of the door had also been
painted.
- (f) F82/22 Biography: As the text was not yet available no progress
had been possible regarding firm estimates.

F82/30 EXAMINATIONS

It was decided that from 1st January, 1983 examination fees should
be raised to £5 for the Preliminary Test and £10 for the Teacher's
Certificate Examination. An exception would be made for students
in Colleges of Education who would be required to pay £3 for the
Preliminary Test.

F82/31 FINANCIAL STATEMENTS

- (a) The Statement of Accounts paid since the last meeting was
approved; £7,110.41 (April); £6,395.95 (May); £10,774.32 (June).
- (b) The List of Investments as at 30th June, 1982 was accepted.
A sum of £4,170 was available for re-investment and it was
decided to put £2,000 into 1994 Exchequer Stock and £2,000 into
Charifund.

PRESENT: Mr J Taylor (in the Chair), Mrs M G Parker, Mr J C Douglas,
Mr D C Evans, Miss F I Galway, Gp. Capt. J D S Huxley, Miss W A Miller,
Miss B A Nairn, Miss M M Ross.

ATTENDING: Miss M M Gibson (Secretary), Mrs Jeffcoat and Mr Wishart (Treasurer's
Office).

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There were no apologies

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- (b) The List of Investments as at 30th June, 1982 was accepted.
A sum of £4,170 was available for re-investment and it was
decided to put £2,000 into 1994 Exchequer Stock and £2,000 into
Charifund.

Recommendations from the Treasurer and Broker would be
considered at the next meeting regarding the investment of £3,000
standing in the Long Term Membership Fund.
- (c) The Statement of Income and Expenditure for the year ending 1982
was approved subject to audit.

- (d) Balance Sheet: The Balance Sheet as at 30th June was accepted subject to audit. It was decided that transfers to the Appropriation Account would be made as follows: £1,000 to Publications and Records, £2,000 to Extension Work; £3,000 to Examiners/Teachers overseas travel expenses, £5,000 to General Reserve, £1,000 to the Staff Fund and the balance of £2,000 to Capital Account.

It was agreed that the presentation of the Jean Milligan Memorial Fund would be adjusted to differentiate between the Capital (untouchable) and the interest (available to extend the work of the Society).

- (e) The Estimate of Income and Expenditure for the year 1982/83 was accepted with minor amendments.

F82/32 PUBLICATIONS

- (a) A fee was agreed for the arrangement of the music for the Reel of the Royal Scots by Mrs Muriel Taylor (Paper Apart).
- (b) The Secretary reported that the quotation from the Buccleuch Printers was considerably less than any other printer and that they would be asked to print the leaflet. The exact quotation would be reported to the next meeting.

F 82/33 SCHOLARSHIPS

It was agreed to provide two scholarships from the General Funds in 1983 in addition to the two Jean Milligan Scholarships offered annually as part of the special activity to mark the Diamond Jubilee of the Society.

F82/34 EXTENSION WORK

- (a) It was agreed that grants should be made to Leeds (£240) and Newcastle (£220) in respect of journeys overseas for demonstration teams in 1982 and that Perth Branch would receive an appropriate grant for their team going to Holland in 1983 (9 members).
- (b) The Committee decided that the current payments (£20 per person up to a maximum of 12) should be increased to £25 per person up to a maximum of 12 and that the increase would be effective from 1st January, 1983.

F82/35 TEACHERS/PIANISTS

A request for guidance in regard to pianists and teachers had been received from Stirlingshire East Branch. The Committee considered that they could not lay down set fees and that it should be left to the discretion and circumstances of each Branch.

F82/36 STAFF

Staff items were discussed. (Paper Apart)

F82/37 NEXT MEETING

23rd October, 1982

Jas. Tennant.

23/10/82.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE
AT 12 COATES CRESCENT, EDINBURGH, ON SATURDAY,
23RD OCTOBER, 1982, AT 2.00 P.M.

PRESENT: Mr. J. Taylor (in the Chair), Mrs. M.G. Parker, Mr. J.C. Douglas,
Mr. D.C. Evans, Miss F.I. Galway, Gp.Capt.D.S. Huxley, Miss A.W.Miller,
Miss B.A. Nairn, Miss M. M. Ross.

ATTENDING: Miss M. M. Gibson (Secretary), Mrs. Jeffcoat and Mr. Wishart (Treasurer's
Office).

F82/38 APOLOGIES

There were no apologies

F82/39 MINUTES

The Minutes of the Meeting on 7th August were approved.

F82/40 BUSINESS ARISING

- (a) F82/29(a) Mr. Wishart reported that seven Branch Accounts were outstanding for 1981 with over thirty still to come in for 1982. Mr. Wishart was asked to liaise with the Secretary regarding letters to be sent to Branches concerned.

From accounts rendered it was noted that Norwich Branch had paid Corporation Tax on their TSB Interest. This should not in fact have been done as the Society was registered as a charity with the Inland Revenue Claims, Edinburgh (No. Ed.C.R. 35269).

- (b) F82/29(c) Film: The insurance company had confirmed that they would be prepared to insure the films which were overseas but would exclude damage while in use. The Committee decided not to proceed with the matter meantime.
- (c) F82/32: The Secretary reported that £180.20 was the sum to be allotted for the leaflets "Reel of the Royal Scots".

F82/41 FINANCIAL STATEMENTS

- (a) Statement of accounts paid since the last meeting was approved: £13,224 (July); £4,349.79 (August); £81,370.48 (September).
- (b) The list of investments as at 30th September, 1982, was accepted. It was noted that the Edinburgh Savings Bank investment would fall due in December this year. Approval was given for the investment of £3,000 standing in the Long Term Membership Fund (F82/31) plus £1,000 (Edinburgh Savings Bank investment) at the best rate available, and as soon as possible in view of falling interest rates.
- (c) The Summer School Account 1982 was approved.

F82/42 PUBLICATIONS

The Committee agreed to accept Buccleuch Printers quotations of £700 for a limited reprint of Book 6 and of £350 for a limited reprint of Four Dances for 1978 and of £2,700 for Book 31. In view of rising costs, price increases would be necessary for Book 6 (to 75p - in line with Books 1-5) and Four Dances (45p) increases to take effect when present stocks were exhausted.

F82/43 SUMMER SCHOOL 1983

Charges for catering and residence had again risen and, in addition the University would now charge for the use of the Younger Hall and Lower College Hall. It was decided to increase fees by the amount of the additional charge for residence and to absorb the extra cost of halls, etc. for this year; the Summer School Committee would be asked to consider any economies possible in the use of Younger Hall and in any other ways.

Fees for the 1983 Summer School were set as follows:

PRESENT: Mr. J. Taylor (in the Chair), Mrs. M.G. Parker, Mr. J.C. Douglas,
Mr. D.C. Evans, Miss F.I. Galway, Gp.Capt.D.S. Huxley, Miss A.W. Miller,
Miss B.A. Nairn, Miss M. M. Ross.

ATTENDING: Miss M. M. Gibson (Secretary), Mrs. Jeffcoat and Mr. Wishart (Treasurer's
Office).

F82/38 APOLOGIES

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- (b) F82/29(c) Film: The insurance company had confirmed that they would be prepared to insure the films which were overseas but would exclude damage while in use. The Committee decided not to proceed with the matter meantime.
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Fees for the 1983 Summer School were set as follows:

RESIDENT:	Two week course - Tuition and Maintenance	...£185.00
	One week course - do.	£93.00
NON-RESIDENT:	Two week course - Tuition	£38.00
	One week course - do.	£20.00

F82/44 ACCESSORIES

- (a) Mugs: It was decided to produce mugs with a suitable design to mark the Diamond Jubilee of the Society and to allot £1050 for their purchase. The selling price was set at £1.50 and the design was approved.
- (b) Blazer Badges. It was decided to purchase half a dozen blazer badges with navy background (£8) as a trial line and more could be ordered if they prove popular. The selling price was set at £1.75
- (c) It had been suggested that brooches to match the cuff links should be produced. The Secretary was asked to investigate the possibility and price.

F82/45 CORRESPONDENCE

- (a) Mr. D. Taylor had written regarding Annual Workshops held in Tasmania and the financial difficulties facing them. The Committee agreed to provide the return fare for a teacher from the mainland to Tasmania in 1984, without prejudice to any future requests.
- (b) A letter from Mrs. Roberts of Chester was noted and her request for discounted supplies rejected. She would be advised to inform her customers that publications and records could be obtained from the RSCDS.
- (c) Dr. McBryde of TACSOUND had requested permission to use Society music for a record they were about to produce. It appeared that the copyrighted tune may have been used on the record previously published elsewhere and the Secretary was instructed to investigate the matter with the MCPS and in the light of their reply to let Dr. McBryde know the position.
- (d) A request from Mrs. Inglis (Hereford Branch) for financial assistance towards examiners' accommodation was rejected, the Committee being of the opinion that these costs should have been included in class fees.

F82/46 EXTENSION WORK

Balance Sheets were received and noted regarding tours overseas from Glasgow, Leeds and Newcastle upon Tyne Branches.

F82/47 OFFICE EQUIPMENT.

It was agreed to purchase a Dictation machine and accessories at a cost of £256.10.

F82/48 BANK SIGNATORIES

Bank Signatories were decided as follows: Mrs. Parker, Mr. Taylor, Miss Miller, Miss Gibson and Mrs. Jeffcoat.

F82/49 OTHER BUSINESS

- (a) Gp.Capt. Huxley asked if there was a possibility of our making video tapes of the film "Take Your Partners". He agreed to look into the matter on behalf of the Society.
- (b) He also congratulated the printers of the Bulletin on their satisfactory packing of Branch Bulletins this year.

F82/50 NEXT MEETING

15th January 1983 (subject to Executive Council ratification).

Mr. Taylor thanked all members for their support and contribution to the work of the Committee during the year.

The meeting closed at 4.05 p.m.

James Taylor
15/1/83.

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE
AT 12 COATES CRESCENT, EDINBURGH, ON SATURDAY,
15TH JANUARY, 1983, AT 2.00 P.M.

PRESENT: Mr. J. Taylor (in the Chair) Mrs. M.G. Parker, Dr. A. MacFadyen,
Mr. J.C. Douglas, Miss F.I. Galway, Gp. Capt. D.S. Huxley, Miss A.W.
Miller, Miss B.A. Nairn, Miss M.M. Ross, Mr. R. Turnbull.

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

F83/1 APOLOGIES

There were no apologies

F83/2 MINUTES

The Minutes were approved.

F83/3 BUSINESS ARISING

- (a) F82/40(a) Outstanding Branch Accounts: The Treasurer reported that for the year 1981 Croydon Branch and Stockholm Branch were still outstanding. New York's accounts for 1981 had not been received though those for 1982 had been.

It was decided to send out a letter to all Branch Secretaries and Treasurers of UK Branches regarding action to be taken regarding demands for Corporation Tax.

The Chairman reported that the Inland Revenue insisted on having all Branches on a model constitution if they were to be exempt from the tax and that the General Purposes Committee had agreed that a model constitution should be produced. Pending the introduction of a model constitution the Branch Constitution set out in the Society's Constitution and Rules would be used in submissions to the Inland Revenue.

- (b) F82/43 Summer School 1983: The Secretary reported that all Halls for the Summer School would cost more this year, especially those Halls owned by the University (Lower College and Younger) for which previously there had been no charge.
- (c) F82/44 Accessories: The Committee decided that the enamelled pins (which matched the cuff links) should be sold at £1.50 each and from 1st April cassettes would be £4 each (the same price as the records).

F83/4 FINANCIAL STATEMENTS

- (a) The Statement of Accounts paid since the last meeting was approved: £6,124.33 (October), £7,144.14 (November), £7,141.69 (December).

- (b) The list of investments as at 31st December, 1982, was accepted. £4,000 had been allotted at the last meeting for re-investment and £5,000 of 6 $\frac{3}{4}$ % Treasury Stock 1995/98 had been purchased for £3,990.

Boots Stock was due to be redeemed on 31st March. The Treasurer considered that the Society might put more in Equities and it was decided to put £2,000 into MG Equities at the end of March if at that time the Stockbroker recommended it.

- (c) Statement of Income and Expenditure for the year ended 30th June, 1983 - Period 1st July 1982-31st December, 1982. The statement was accepted.
- (d) The Statements of Account for the Annual General Meeting and the Autumn School 1982 were approved.

F83/5 BASEMENT PREMISES

It was decided to increase the rent of the basement premises to £1200 and to ask the lawyer to take the necessary steps to inform the tenants.

It was also decided, in view of the fact that the current lease was due to terminate in 1984, to consider the use of the basement at the October meeting of the Committee.

F83/6 FILM - Take Your Partners"

It was understood that Edinburgh University, Department of Scottish Studies might make a video copy of the film for the Society in return for being able to make one copy for their own archives. The Secretary was requested to contact the University to have a copy made if possible and to have it on the VHS format.

The TAC had intimated that at the present price there would be no purchasers in North America for the film.

F83/7 ACCESSORIES

- (a) A sample sweater from Liverpool Branch was submitted and it was agreed that they might use the Society motif in this respect.
- (b) Permission was given for Berks, Hants, Surrey Border Branch to use the Society motif on felt shoebags.

F83/8 PUBLICITY

The Secretary reported that there was a dearth of publicity material, especially of 'dancing' photographs. Dr. MacFadyen agreed and suggested that there should be special publicity packs dealing with various aspects, e.g. historical background, illustrations, etc. and agreed to produce samples. The Secretary had asked Mr. Iain Robertson if he had any ideas for a new pamphlet but there had been no time for him to reply as yet.

F83/9 EXTENSION WORK

Dunbartonshire West Branch was granted £300 for their visit to Tours.

F83/10 REMITS

- (a) From the Publications and Research Committee:
 - (i) It was decided that the honorarium required of TACSOUND for the use of Society music should be £30.
 - (ii) The Committee decided that £3,500 should be set aside for the production of a record for Book 31 and that a similar amount should be set aside for a second record to be made this year to include 5 Dances 1982, the Reel of the Royal Scots and two other dances yet to be decided.
- (b) From the Examinations Committee.

The Committee decided to set aside £400 for the provision of two new tapes for the revised prescribed dances for the examinations of the Society.
- (c) From the General Purposes Committee.

It was agreed in principle to allot finance for badges for Past Chairmen of the Society. Quotations would be received for approval in due course.

F83/11 EXAMINERS' EXPENSES

It was decided to pay an account for examiners' accommodation submitted by Inverness Branch and to pay 50% of the account for examiners' accommodation at Hereford (see F82/45(d)). However, the Committee considered that examiners' accommodation was the responsibility of the Branch whether hospitality could be offered or outside accommodation and instructed the Secretary to inform all Branches accordingly.

F83/12 CORRESPONDENCE

Letters from CENSCOT, EMS, Foster's Sports Foundation and John Hannay & Co. were noted. It was decided to ask Foster's if they would consider an application from the Society for a grant.

F83/13 ARRANGER'S FEE

A fee was decided in respect of arrangements for Book 31. (Paper apart)

F83/14 SUBSCRIPTIONS

Mr. Taylor said that consideration should be given to raising the subscriptions for individual membership and for affiliated group fees. It was decided to discuss this and prepare a motion for the A.G.M. at the next Finance Committee meeting in April after which it would go to the Executive Council.

F83/15 BIOGRAPHY

The text was now ready for printing and one of the two printers under consideration had seen the text and confirmed the quotation. The other had not had the text in time to confirm but would do so by Monday. It was decided that powers to select the printer would be given to Mr. Taylor, Mrs. Parker and the Secretary, in consultation with Dr. MacFadyen. It was decided to order 3,000 copies in the first instance for which an additional £1,000 would be required over the amount already allotted.

F83/16 TEACHER'S TRAVEL

An application from Atlanta Branch for a grant towards the travel expenses of a teacher whom they had invited from the UK was rejected.

F83/17 STAFF ITEMS

Staff salaries were reviewed (Details in paper apart).

F83/18 NEXT MEETING

16th April, 1983

The meeting closed at 4.30 p.m.

James Taylor
N.
16/4/83.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE AT
12 COATES CRESCENT, EDINBURGH, ON SATURDAY,
16TH APRIL, 1983, AT 2.00 P.M.

PRESENT: Mr. J. Taylor (in the Chair), Mrs. M. G. Parker, Dr. A. MacFadyen,
Mr. J.C. Douglas, Miss F.I. Galway, Gp.Capt.D.S. Huxley,
Miss A. W. Miller, Mr. R. Turnbull.

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

F83/19 APOLOGIES

Miss M. M. Ross

F83/20 MINUTES

The Minutes of the Meeting on 15th January, 1983, were approved.

F83/21 BUSINESS ARISING

- (a) F83/3(a): The Treasurer reported that only the Croydon Branch had accounts outstanding for 1981/82.
- (b) F83/3(c): The Convener informed the Committee that owing to increased production costs the new records this year would be priced at £4.50 each.
- (c) F83/5: The basement tenants had agreed to the increased rent (£1200 per annum) with effect from May, 1983.
- (d) F83/6: Having now acquired a video copy of the film "Take Your Partners" it was considered that further copies could be made at a reasonable price - probably not more than £20 per copy. It was decided to ask Branches in the UK (where the video system was suitable) if they would be interested in purchasing copies of the film before any further action was taken.
- (e) F83/12: Office Heating - A survey had been made by the firm EMS to see what savings could be made and had recommended conversion to gas central heating. Mr. Taylor undertook to investigate costs.

F83/22 FINANCIAL STATEMENTS

- (a) The Statement of Accounts paid since the last meeting was approved: £3,213.62 (January); £8,204.66 (February); £8,454.95 (March).
- (b) List of Investments: The Boots investment (£2,000) had been realised and held temporarily in Standard Property. It was decided to invest this amount with M & G Equities.

It was also decided to seek the Stockbroker's advice as to whether or not to sell the Society's investments in Investment Trusts and the Convener and the Treasurer were empowered to act on the advice given.

The Secretary was asked to ascertain from the Bank Manager concerned whether or not the Memorial Fund was invested as advantageously as possible.

- (c) The Statement of Income and Expenditure for the year ended 30th June, 1983 - period 1st July 1982 to 31st March, 1983, was accepted.

F83/23 PUBLICITY

It was decided that before allotting finance for publicity material, the matter should be remitted to the Publications Committee to decide what material should be produced.

F83/24 SUBSCRIPTIONS

- (a) It was decided to recommend to the Executive Council that the following motion be put to the Annual General Meeting -
 "that with effect from 1st July, 1984, the Annual Subscription be raised to £3, 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 1984."
- (b) It was decided that with effect from 1st July 1984 the Affiliation fee would be increased to £5.

F83/25 BIOGRAPHY OF DR. MILLIGAN

- (a) The Secretary reported that 20th May had been the date the publishers hoped to have the biography ready but it now appeared that there would be a revised and later date. It was confidently anticipated, however, that it would be available for Summer School.
- (b) The Committee decided that profits deriving from the sale of the biography should be credited to the Jean Milligan Memorial Fund (all expenses of preparation and publication being repaid first to the General Account of the Society). It was also decided that in the case of this publication there would be no Branch discount.

F83/26 EXAMINERS' EXPENSES, AUSTRALIA

The Committee agreed in principle that financial assistance should be given towards examiners' expenses in Australia. It was decided, however, that further information was required and the Secretary was asked to obtain this from the Australian examiners.

F83/27 PUBLICATIONS

It was decided to accept a quotation from Buccleuch Printers for the printing of the new index of dances (£431) and for the printing next year of the new pocket edition (£2505).

F83/28 BRANCH DISBANDMENT POLICY

South Wales Branch had asked the Committee to discuss the policy regarding a Branch disbanding in debt. The Committee's opinion was that a Branch should not owe money or have an overdraft; should a Branch be in debt the Office Bearers would be responsible. Branch Accounts sent to HQ are scrutinised by the Treasurer to ensure that Branch funds are in a sound condition.

Branches should note that it is possible to insure against cancellation of a function which has involved prior expenditure.

F83/29 BEQUEST

Notification had been received that the late Mr. J.E. Porter had left a bequest to Headquarters of the RSCDS, the annual proceeds of which were to be used for a scholarship to attend Summer School at St. Andrews, the recipient being nominated by the Fredericton S.C.D. Group failing whom by Society HQ in accordance with the terms of the Will.

F83/30 EXAMINATION DANCE TAPES

A fee was agreed for the recording of the two examination dance tapes by Mrs. Muriel Taylor (Details in Paper Apart).

F83/31 BADGES - PAST CHAIRMEN

It was decided to provide past chairmen of the Society with a badge in silver gilt and enamel (See GP83/12(d) and it was agreed to purchase badges at £27.85 each.

F83/32 EXTENSION WORK OVERSEAS

The Secretary reported that Perth Branch were not now sending a team to Holland but that East Stirlingshire had taken over the engagement. The Committee agreed to transfer the approval to grant £300 for the trip (Minute F82/34(a)) to East Stirlingshire Branch.

F83/33 STAFF

The Chairman reported that an additional junior had had to be taken on and that Miss Dryburgh had been promoted to Office Assistant/Typist; in consequence the Committee agreed that an adjustment should be made to her salary (Paper Apart).

Mrs. Gill had intimated her resignation and steps were being taken to find a replacement.

F83/34 BRANCH FUNDS

Gp.Capt. Huxley raised the question of money held on deposit which might not be earning as much as it could and asked the Treasurer for advice; for example, was there some merit in amalgamating Branch monies centrally? The Treasurer considered that amalgamation of Branch funds would be too difficult to administer; she advised National Savings, Savings Bonds or Government Stocks as investment. She was willing to advise any Branch as to the investment of their particular funds if they contacted her.

Gp.Capt. Huxley also asked about Long Term Membership payments. The Committee agreed that Branches should be reminded that Long Term Membership fees should not be spent in the year received but should be spread over the period of the membership - possibly invested in a separate account.

F83/35 NEXT MEETING

6th August (St. Andrews)

James Taylor.
W. 6/8/83

The meeting closed at 4.20 p.m.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE
AT UNIVERSITY HALL, KENNEDY GARDENS, ST. ANDREWS,
ON SATURDAY, 6TH AUGUST, 1983, AT 2 P.M.

PRESENT: Mr. J. Taylor (in the Chair), Mrs. M. G. Parker, Mr. J. C. Douglas,
Miss A. W. Miller, Miss B. A. Nairn, Miss M. M. Ross, Mr. R. Turnbull.

F83/86 APOLOGIES

Dr. MacFadyen (on Society business), Miss F. I. Galway

F83/37 MINUTES

The minutes of the meeting on 16th April were approved.

F83/38 BUSINESS ARISING

- (a) F83/3(a) The Treasurer reported that Croydon Branch accounts were now up to date.
- (b) F83/6 It was agreed that ten video copies of the film "Take Your Partners" would be purchased.
- (c) F83/12 Office Heating: It was decided to leave the present heating system as it was going to be too expensive to alter it to gas even if that were possible.
- (d) F83/23 There was nothing further to report on publicity as the matter had not yet been discussed by the Publications Committee.
- (e) F83/26 Examiners' expenses, Australia. It was decided to carry forward this item to the October meeting when the Secretary should formulate proposals and costs for the consideration of the Committee.
- (f) F83/29 Bequest: The Secretary reported that there was some difficulty in respect of the bequest made by Mr. Porter because of legal procedures in Canada. She had asked the Society lawyer to reply to the Executors' letter but had no reply as yet.
- (g) F83/31 Past Chairmen: A sample badge had been forwarded but the blue colour was unsatisfactory. Another badge with an opaque enamel will be forwarded by the firm concerned when HQ. Staff moves back to Edinburgh.

F83/39 FINANCIAL STATEMENTS

- (a) The statement of accounts paid since the last meeting was approved; £13,121.08 (April); £9995.39 (May); £7686.27 (June).
- (b) List of Investments
 - (i) It was agreed that the Treasurer should consult the broker with a view to (a) realising the Industrial Loan Stocks and reinvesting the proceeds and (b) selling some of the Investment Trusts holdings to cover the loss on the sale of the Industrial Loan stocks.
 - (ii) Staff Fund: The Treasurer was asked to put forward proposals to the next meeting for a superannuation scheme for the staff.
 - (iii) The Secretary reported, with reference to Minute F83/22(b) that £19,000 of the Jean Milligan Memorial Fund had been placed with the Bank of Scotland Money Market Accounts Centre on the advice of the Bank Manager. This would produce a better interest together with facilities for withdrawal of interest when necessary. The Committee decided that Miss Gibson and Mrs. Jeffcoat should operate this account in the same way as they did the deposit account.
- (c) The Statement of Income and Expenditure for the year ended 30th June, 1983, was accepted.
- (d) Balance Sheet as at 30th June, 1983. It was decided to transfer £5,000 to the General Fund, £5,000 to Overseas/Extension Account and £1,000 to the Staff Fund.
- (e) The Estimates of Income and Expenditure for 1984 were approved.

F83/40 ACCESSORIES

The Convener suggested that pens might be added to the list of accessories. It was agreed to purchase 500 - style and colour to be decided by the Convener and Secretary. Mr. Turnbull asked that they should ensure that the pen was a reasonable writer.

The Secretary was requested to investigate the possibilities of hand towels and ladies' handkerchiefs.

F83/41 ANNUAL GENERAL MEETING

Mr. Douglas agreed to second the proposal to adopt the Accounts.

F83/42 CORRESPONDENCE

- (a) Birmingham Branch had asked if it were possible to receive financial assistance in entertaining a French Group visiting them in August. After discussion the Committee decided that finance should not be released for this purpose.
- (b) East Stirlingshire Branch and the Munich Scottish Association had written to thank the Committee for the grants received for extension work overseas.

F83/43 STAFF ITEMS

The Secretary reported that Mrs. Gill had resigned on 24th June. There had been some difficulty in finding a replacement but Miss Downie had started work with the Society on 18th July at Summer School. Further items were discussed and recorded in a paper apart.

F83/44 NEXT MEETING

22nd October, 1983

James Turnbull
r.
22/10/83.

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE
AT 12 COATES CRESCENT, EDINBURGH, ON SATURDAY,
22ND OCTOBER, 1983, AT 2 P.M.

PRESENT: Mr. J. Taylor, Mrs. M.G. Parker, Dr. A. MacFadyen,
Mr. J.C. Douglas, Miss F.I. Galway, Gp.Capt. D.S. Huxley,
Miss A.W. Miller, Miss B.A. Nairn, Mr. R. Turnbull.

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

F83/45 APOLOGIES

Miss M. M. Ross

F83/46 MINUTES

The Minutes of the Meeting on 6th August, 1983, were approved.

F83/47 BUSINESS ARISING

- (a) F83/38(b): The copies made from a video tape had not been successful. The Secretary was instructed to investigate the possibility of obtaining a new master tape from the original film.
- (b) F83/38(g) The Secretary reported that the Past Chairman's badges had been received and would be presented at the A.G.M.
- (c) F83/40 - Accessories: A pen was approved; it was a good quality pen and would take Parker refills. It would carry the Society's designation and motif and would come in four colours - red, brown, green and blue. The selling price would be £1.50 and the Secretary was asked to investigate the possibility of having them before Christmas.

It was decided not to acquire more than the sample batch of gentlemen's evening scarves as they did not carry the Society motif.

A poster - Scotland with drawings depicting country dances - was considered but it was decided that it was insufficiently attractive and that the selling price of £3 was too high and that the Society should not stock supplies.

While the Secretary was still looking into the possibility of stocking ladies' handkerchieves again, she asked that the question of hand towels should be dropped owing to lack of storage space at Headquarters. This was agreed.

It was decided to investigate the possibility of acquiring gift wrapping paper bearing both the crown and dancers motifs.

F83/48 FINANCIAL STATEMENTS

- (a) The statement of accounts paid since the last meeting was approved: £5,281.43 (July); £10,642.87 (August); £90,835.70 (September).
- (b) The list of investments was accepted. The Treasurer reported that she had disposed of some Industrial Loan Stocks and Investment Trusts and these proceeds were now to be invested; some £10,000 were at present held in Standard Property at 9% pending further advice from the broker. The Treasurer emphasised the necessity of ensuring capital growth and it was decided to invest the sum available between Charifund and Charibond.
- (c) The account for Summer School, 1983, was accepted.

F83/49 BEQUESTS

The Secretary reported that the bequest left by Mr. Porter for use by members in a specified area of Canada as scholarships to Summer School was still a matter under legal consideration in Canada.

She reported that the Society had been left a bequest of £500 by Mr. Dirom G. Young. The Committee agreed that when received this bequest should be paid into the Jean Milligan Memorial Fund.

F83/50 SUBSCRIPTION COPIES

The Committee approved a list of alternative choices for multi-member households in 1984: Books with music from 19 to 24 inclusive and 28 and Pocket Editions 19/21, and 23 to 29 inclusive.

*overturned
by EC 83/11
(a)(ii)*

F83/51 REMITS (Records and publication)

- (a) A request from the Publications Committee for finance for two records in 1984 was agreed: £6,500 was allotted for this purpose.
- (b) A request from the Examinations Committee for finance for 'Notes for Tutors' was agreed, £250 being allotted for this purpose. The selling price was set at 50p.

F83/52 BULLETIN

The Secretary reported that 21,700 Bulletins had been received but a further 750 had been requested as it was obvious at this point that they would be required.

The number of advertisers had gratifyingly increased but the Committee considered that advertising rates should be increased to: half page £45, one page £75 and two pages £125, with effect from 1984. Additional art work should be charged over and above the set rates.

F83/53 EXTENSION WORK

A request for assistance with a trip abroad was received from Inverness Branch; it was decided that the normal allowance should be granted (£300 for a party of twelve).

F83/54 EXAMINATIONS - AUSTRALIA

A schedule of examinations for Australian Branches was approved. It was decided that for these examinations the cost of examiners' travel would be borne by Society central funds; hospitality would remain the responsibility of branches concerned. Administrative details regarding the scheme (which would be reviewed after three years) would be transmitted by the Secretary to Branches in Australia.

F83/55 STAFF ITEMS

The Treasurer outlined a pension scheme for the staff which could cater for full and part time staff eligible to join. She recommended that it be compulsory and that it should be initiated in January, 1984. Staff would contribute 5% of salary with the Society contributing an equal amount; it was transferable. The Committee decided that the scheme outlined should be adopted after firm proposals had been received and put into effect when revised salaries (paper apart) were effected on 1st January, 1984.

F83/56 SUMMER SCHOOL.

The fees for Summer School were reviewed in the light of revised charges from the University of St. Andrews. Fees were fixed as follows:

Two weeks' residence and tuition ..	£196;	Two weeks' tuition only..	£42;
One week's " " " "	£98;	One " " " "	£21.

It was decided to raise the deposit to £15.

It was also decided that withdrawals within 28 days of the start of the Summer School would not have fees refunded and that the actual date should be inserted (i.e. no fees refunded after 25th June in 1984). If at all possible this statement and that advising insurance against cancellation should be inserted in both parts of the form - i.e. the part retained by the member and that sent to HQ (at present separated).

F83/57 PUBLICATIONS

It was agreed to approach Paterson's Publications to see if they would be willing to sell the copyright of Books 1-5 and "Won't You Join the Dance?" to the Society.

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F83/58 DANCE WITH YOUR SOUL

It was agreed that the 'break even' point in the sales of the book would be accepted as 1300 after which proceeds could be regarded as profits and go to the Jean Milligan Memorial Fund.

F83/58 ARCHIVES

Dr. MacFadyen reported that at Phillips Book Sale there had been a collection of books on dancing which were of value to the Society. With the Finance Convener's approval he had purchased five of these at a cost of £321; the Committee ratified this expenditure and allotted a further £300 for additional purchases.

F83/59 NEXT MEETING

14th January, 1984 (subject to Executive Council approval)

The Chairman thanked the Committee for their work during the year and with a Vote of Thanks to the Chair the meeting closed at 4.10 p.m.

James Taylor

14/1/84.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE
AT 12 COATES CRESCENT, EDINBURGH, ON SATURDAY,
14TH JANUARY, 1984, AT 2 P.M.

PRESENT: Mr. J. Taylor (in the chair), Mrs. M. G. Parker, Dr. A. MacFadyen,
Mr. J. C. Douglas, Gp. Capt. D. S. Huxley, Miss ~~B. A. Nairn~~, M. M. Ross
Miss D. A. Paterson

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

F84/1 APOLOGIES

Miss Galway, Miss Miller

F84/2 MINUTES

The Minutes of the Meeting on 22nd October, 1983 were approved.

F84/3 BUSINESS ARISING

(a) F83/47(a) A video of the film "Take Your Partners" had been made satisfactorily. A further 20 would be ordered and it was hoped to be able to sell these to Branches at £15 or £16 each.

(b) F83/47(c) Accessories:

Pens: It had been necessary to purchase 1,000 to hold the selling price at £1.50.

Handkerchiefs: No quotation had as yet been received but the suppliers hoped to produce this shortly.

Wrapping paper: A proof of gift wrapping paper was displayed. The Committee felt that the blue motifs on white would not be sufficiently attractive and the Secretary was asked to investigate the possibility of having a blue or a red background with black motifs or with silver motifs and to report to the next meeting.

(c) F83/50 Subscription Copies: The Secretary reported that on checking past minutes it appeared that a free choice of publications had only been offered when there had been no new book produced by the Society.

(d) F83/55 Staff Superannuation Scheme: The Treasurer reported that the documentation had been completed for the introduction of the Staff superannuation scheme in respect of those members of Staff who were eligible.

(e) F83/47⁵⁷ Paterson's Publications: The Secretary had raised the question of copyrights for Books 1 - 5 and 'Won't You Join The Dance'. A reply had been received with various suggestions. The Committee decided that a reply should be sent including the following:

The Society would not wish to break the long connection it had had with Paterson's Publications and would be prepared to give the firm certain advantageous concessions.

The Society would not agree to being joint publishers.

In view of the Society's preparing the text and buying the bulk of the "Won't You Join the Dance" published, and the fact that the dances in Books 1-5 were traditional and, with the exception of the arrangements of the music, could be published by anyone, the Committee decided to offer £2,000 for the copyrights of these books.

F84/4 P. A. EQUIPMENT

A demonstration of P. A. Equipment suitable for Executive Council meetings and for Summer School was given to the Committee. It was decided to purchase the equipment at a cost of £138.50.

F84/5 FINANCIAL STATEMENTS

- (a) The statement of accounts paid since the last meeting was approved:
£11,572.82(October); £12,427.26 (November); £4,766.16 (December).
- (b) List of Investments: It was agreed to transfer the capital of the Jean Milligan Memorial Fund from the Money Market Account to the National Savings Bank Investment Account as soon as possible after 1st February. The Secretary and Treasurer would liaise on this. The list of investments was accepted.
- (c) Statement of Income and Expenditure for the year ending 30th June, 1984 (period 1st July, 1983 to 31st December, 1983) was approved. The Treasurer was asked to detail the figure of £1689 under Miscellaneous Expenses at the next meeting.

F84/6 BULLETIN

Alternative quotations had been sought for the Annual Bulletin and the Secretary was asked to invite the firm who gave the lowest tender to send a representative to Headquarters to see how the material would be provided, be aware of the time scale and the deadline. If still the quotation appeared to be advantageous it should be accepted but with the inclusion of a penalty clause.

F84/7 BASEMENT PREMISES

It was decided to offer the tenants of the basement premises a further year's extension.

F84/8 SUMMER SCHOOL

- (a) The Secretary outlined the increased charges for Halls and Performing Rights fee for the classes at Summer School, which for halls would add £627.00 additional costs to Summer School for Younger Hall and Lower College Hall classes alone; the fee for Performing Rights had not been intimated as an exact figure and the Secretary was at present contesting this charge.
- (b) The estimate for a booklet at Summer School was £350 for 900 copies. It was decided not to include lists of students in the booklet but other items discussed by the Summer School Committee would be included. It was agreed to allot the necessary finance. An advertisement would be included for "Dance With Your Soul"

F84/9 PUBLICATIONS - Reprints

- (a) The quotation from Holmes McDougall for reprinting Books 16, 27 and 18 was accepted (£2,335).
- (b) It was decided that in view of increased printing costs and the necessity to curtail stocks the prices of the Society's publications would be increased with effect 1st April to 75p and 50p for books with music having 8-12 and 4-5 dances respectively.

The Secretary was asked to see if any of the present stock could be sold at advantageous prices to Branches.

F84/10 DANCE WITH YOUR SOUL

The Secretary reported that more than half the total order of these books had been disposed of and after costs had been met there had been at 31.12.83 a sum of £1120 to be transferred to the Jean Milligan Memorial Fund.

F84/11 PUBLIC LIABILITY INSURANCE

Requests from affiliated groups to be included in the Society's insurance cover had been received; at the moment affiliated groups were not covered and the general opinion was that it would not be feasible to include them but the Secretary was requested to make further enquiries and to report to the next meeting.

F84/12 BRANCH BADGES

A query from a Branch had been received asking if it was the intention to supply future Branch badges centrally. It was decided to supply to interested Branches the names of present suppliers of the stick pins - pewter and enamel - and leave it to individual Branches to order their own.

F84/13 EXTENSION WORK

It was decided to grant Dunbartonshire West and Leeds Branches with £300 each to cover extension work being undertaken this year.

F84/14 EXAMINERS' SEMINAR

It was decided that finance (amount not yet known) should be allotted for an examiners' seminar but that travel/accommodation should be arranged at concessionary rates if possible.

F84/15 STAFF ITEMS

Miss Gibson reported that Miss Marion Downie had resigned; she had secured as replacement Miss Kathleen Rose.

F84/16 REMIT FROM EXECUTIVE

- (a) The Committee noted the suggestion regarding source of accessories.
- (b) The Secretary reported that she had replied to Bristol Branch regarding the suggestion of their representative in respect of Life and Long Term Membership subscriptions, and the Committee endorsed the reply. The Treasurer said that she included in the yearly accounts only a proportion of Long Term Memberships and advised that Branches should invest these subscriptions and adopt the same principle of taking only a proportion into current accounts.

F84/17 EXECUTIVE COUNCIL MEETINGS

It was decided to investigate the possibility of obtaining rail concessions for Executive Council Meetings.

F84/18 NEXT MEETING

14th April, 1984

The meeting closed at 5.10 p.m.

James Yac 1107.
17/4/84.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE AT
12 COATES CRESCENT, EDINBURGH, ON SATURDAY,
14TH APRIL, 1984, AT 10.00 A.M.

PRESENT: Mr. J. Taylor (in the Chair), Mrs. M.G. Parker, Dr. A. MacFadyen,
Mr. J.C. Douglas, Miss F.I. Galway, Gp.Capt.J.D.S. Huxley,
Miss A.W. Miller, Miss D.A. Paterson, Miss M.M. Ross.

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

F84/19 APOLOGIES

None

F84/20 MINUTES

The Minutes of the meeting on 14th January, 1984, were approved.

F84/21 BUSINESS ARISING

- (a) F84/3(a) Video: The Secretary reported that 8 videos had been sold and 12 were held in stock and an advertisement would be included in the Bulletin.
- (b) F84/3(b) Accessories:
 - (i) Ladies handkerchiefs - The cost of producing handkerchiefs with the Society motif was too great to proceed in this respect.
 - (ii) Gift wrapping paper - The Committee considered that coloured paper was going to be too expensive and that the blue and white pattern was insufficiently attractive, and decided not to proceed with this idea.
 - (iii) Erasers - It was decided to order 1,000 erasers with the dancer motif and the name of the Society, for sale at Summer School and beyond.
 - (iv) The Secretary was asked to obtain a sample of a satin book mark and of a teaspoon with the Society motif for the Committee's consideration.
- (c) F84/3(e) Patersons Publications: The Secretary informed the Committee that, on the advice of the Society's lawyer, the offer of £2,000 was withdrawn pending receipt of royalties due to the Society on 31st March, 1983 and 31st March, 1984.
- (d) F84/4 PA Equipment: The Secretart reported receipt of the equipment and Gp.Capt. Huxley volunteered to set it up for the Executive Council Meeting.
- (e) F84/6 Bulletin: The Bulletin would be printed by Buccleuch Printers this year; it was decided to waive the necessity for a penalty clause and to rely on goodwill.
- (f) F84/7 Basement: The present tenant had agreed to continue the lease for another year at the same rent.
- (g) F84/8 Summer School: We had been informed by the PRS that we should have to pay for using our own music for classes at Summer School.
- (h) F84/17 Concessionary Rail Fares. It had been ascertained that concessionary rail fares were not available for Executive Council Meetings.

F84/22 FINANCIAL STATEMENTS

- (a) The Statement of accounts paid since the last meeting was approved: £7797.89 (January); £6764.47 (February); £10754.08 (March).
The Treasurer was asked to investigate whether or not we should continue to use special cheques.
- (b) Statement of Income and Expenditure for the year ending 30th June (period 1st July, 1983 to 31st March, 1984) was accepted.
- (c) The list of investments was accepted.
- (d) The Treasurer produced a discussion document on the revised form for Branch Annual Accounts. It was agreed that members would take it away

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- (c) The list of investments was accepted.
- (d) The Treasurer produced a discussion document on the revised form for Branch Annual Accounts. It was agreed that members would take it away for consideration and that it would be discussed again at the next meeting.
- (e) Public Liability Insurance. The Treasurer had investigated the situation and it would not be practical nor feasible from our point of view to extend cover to affiliated groups.

F84/23 STAFFING

The Secretary reported that Miss Dryburgh had resigned and that a replacement was being sought.

F84/24 OFFICE MAINTENANCE

- (a) The Secretary drew the Committee's attention to the state of the chairs in the Committee Room. It was decided to take no action meantime.
- (b) It was decided that a storage water heater should be purchased for the kitchen but that a quotation should be obtained from the Electricity Board to compare it with the one already obtained.

F84/25 PUBLICITY

- (a) It was decided not to pursue the matter of advertising our records on TV as had been suggested.
- (b) A sum of £100 was allotted for publicity photographs pending, and as an addition to, a new publicity leaflet.
- (c) The Committee remitted to the General Purposes Committee consideration of the appointment of an Honorary Publicity Officer.

F84/26 GIFT VOUCHERS

After consideration of a suggestion that the Society should have gift vouchers, the Committee decided that this would not be practicable.

F84/26 EXTENSION WORK

The Committee considered an application for a grant from Edinburgh Branch who were to send a demonstration team to the Isle of Man Festival. The Committee decided that as the demonstration was within the UK no grant should be made.

F84/27 MUSIC CENTRE

The present music centre had been found inadequate and the Publications Committee had remitted to the Finance Committee the question of replacement. The Committee considered that it was important to have good equipment and allotted the sum of £350 (maximum) for a replacement centre - the Publications Committee to arrange for its selection by competent members and for the present centre to be sold.

F84/28 TRAVEL EXPENSES

The Committee decided that the travel expenses should be reviewed and agreed that from 1st July, 1984, the rates would be raised as follows:

Lunch	£2
Evening Meal	..	£3
Overnight stay	..	£10

F84/29 PERFORMING RIGHTS

Mr. Douglas said that there had been renewed vigilance by the PRS in his area and sought clarification on certain points -

- If a hall is not licensed by the PRS can records still be used?
- If a hall refused to apply for a licence can we as a Society take out a licence to cover all Branches or would each Branch have to take out its own licence or must it be a hall owner?

The Secretary was asked to consult the PRS on those points.

F84/30 NEXT MEETING

4th August, 1984, at St. Andrews

The meeting closed at 1.15 p.m.

James Jamieson
Cowenst. 4/8/84.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE
AT UNIVERSITY HALL, KENNEDY GARDENS, ST ANDREWS
ON SATURDAY, 4TH AUGUST, 1984, AT 2 p.m.

PRESENT: Mr J Taylor (in the Chair), Mrs M G Parker, Dr A MacFadyen, Mr J C Douglas, Miss F I Galway, Grp Capt J D S Huxley, Miss A W Miller, Miss D A Paterson, Miss M M Ross.

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

F84/31 APOLOGIES

None

F84/32 MINUTES

The Minutes of the meeting on 14th April, 1984, were approved.

F84/33 BUSINESS ARISING

F84/27(b) Accessories:

The Secretary reported that the erasers with the dancers motif had been received.

Samples of spoons and satin bookmarks were considered and rejected as being of insufficiently good quality.

Souvenir mats, lace with a design incorporating the dancers motif, had been supplied to the Society and payment was authorised. The Secretary was requested to write to the lady who had arranged the order regarding procedure in this respect. It was decided to send one souvenir mat to all Branches to encourage orders.

A suggestion that notepaper might be stocked for the use of Branches was not accepted due to problems of storage, cost of postage, etc.

It was suggested that the Society should provide pennants with the two motifs (dancers and the crown) and RSCDS on them for use by Branches going on demonstrations overseas as gifts, etc. The Secretary was asked to investigate the possibility and costs of obtaining suitable pennants.

F84/34 FINANCIAL STATEMENTS

- (a) The Statement of accounts paid since the last meeting was approved: £9212.97 (April); £11,257.00 (May); £10,526.25 (June).
- (b) The list of investments as at 30th June, 1984 was accepted. It was noted that investment with Knowsley B.C. was redeemable on 9th October, before the next meeting; the Committee empowered the Treasurer and Convener to take advice from the Broker and to re-invest the amount redeemed in the best interests of the Society.
- (c) The Statement of Income and Expenditure for the year ending 30th June, 1984 was accepted.
- (d) The Balance Sheet as at 30th June, 1984 was accepted subject to audit.
- (e) The estimates of income and expenditure for the year to 30th June, 1985 were approved.

F84/34 BRANCH ACCOUNTS FORMAT

The discussion paper put forward at the last meeting had been considered by members. The Treasurer reported that Mr Gaul (auditor for Glasgow

PRESENT: Mr J Taylor (in the Chair), Mrs M G Parker, Dr A MacFadyen, Mr J C Douglas, Miss F I Galway, Grp Capt J D S Huxley, Miss A W Miller, Miss D A Paterson, Miss M M Ross.

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F84/31 APOLOGIES

None

F84/32 MINUTES

The Minutes of the meeting on 14th April, 1984, were approved.

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- (e) The estimates of income and expenditure for the year to 30th June, 1985 were approved.

F84/34 BRANCH ACCOUNTS FORMAT

The discussion paper put forward at the last meeting had been considered by members. The Treasurer reported that Mr Gaul (auditor for Glasgow Branch accounts) had produced proposals for a revised method of presenting Branch accounts. After some discussion it was decided not to adopt Mr Gaul's proposed system but it was agreed that Branches would be required to complete their annual accounts in a revised form as

suggested by the Treasurer who would undertake to arrange for the new forms to be provided together with explanatory notes.

F84/36

PATERSON'S PUBLICATIONS

The Secretary reported that the royalties for "Won't You Join The Dance?" had been received; those on our other publications, etc. had not. On the advice of the lawyer it was decided to reduce the offer of £2,000 to £1,500 for the cancellation of the right Paterson's had to publish "Won't You Join the Dance?" and to forego our royalties due to 31st March, 1984 for the cancellation of the Society's present agreement with them. This would give the Society the right to publish Books 1 to 5 and to collect our own royalties. While this had been in principle agreed verbally with Paterson's the new agreements drawn up by the Society's lawyer (and approved by the Committee) had gone to Paterson's for comment. There had been no reply by the date of this meeting and the matter was continued.

Mr Douglas again raised the difficulties encountered regarding Performing Rights and Miss Gibson said she had an appointment to see an official of the Performing Rights Society in London and would take up any points then (29th August).

F84/37

PUBLICITY

An estimate for 10,000 publicity leaflets, £375, was authorised.

F84/38

OFFICE MAINTENANCE

Water heater: The sum of £200 was allotted for replacement of the obsolete water heater which no longer functioned.

Office: The Committee accepted the estimate of £495.59 for the necessary repair and preparation of the floor and carpet tiles to **replace** the worn carpet.

Committee Room: £808 was allotted for the painterwork of the ceiling and walls of the Committee Room.

F84/39

BRANCH BUSINESS

The Committee considered applications for grants from London Branch and decided to grant £300 towards the costs of the group of dancers going to Veirnheim in Germany from 30th August to 3rd September, 1984. It was decided not to make a grant towards the cost of the demonstration in Gagny in March.

A request from Glasgow Branch regarding aid in support of examination classes was continued for further investigation.

The Secretary drew the Committee's attention to the high charges made by banks in America for drafts in sterling. The Committee remitted the matter to the Treasurer and the Secretary to see if a solution might be found.

F84/40

VIDEO

The Committee allocated funds for the making of an inexpensive video of the dances in Book 32. (£225)

F84/41

PUBLICATIONS

The estimate from Buccleuch Printers for reprinting Pocket Editions 16-18 and 22 and Graded was accepted and it was decided to order 10,000 of each. (£3800)

F84/42 SUMMER SCHOOL

Group Captain Huxley asked if a freestanding notice board could be provided for use in the David Russell Hall so that notices could be displayed thereon for the information of non-resident members of Summer School. This was agreed, subject to there being no objection from the David Russell Hall authorities.

F84/43 VAT

Miss Paterson raised the question of having to pay VAT on halls used for classes, etc. The Treasurer advised that this should be left for discussion at a later date.

F84/44 STAFF ITEMS

The Secretary reported that Miss Watt had taken over Miss Dryburgh's duties (See F84/23) and that Miss Tracey Cairns had been employed in Miss Watt's place.

Further items were discussed and recorded in a paper apart.

F84/45 NEXT MEETING

13th October, 1984, at 2 p.m.

James T. ...
Convent.

PRESENT: Mr J Taylor (in the Chair), Dr A MacFadyen, Mr J C Douglas,
Miss F I Galway, Gp Capt J D S Huxley, Miss A W Miller, Miss M M Ross.

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

F84/46 APOLOGIES

Mrs M G Parker, Miss D A Paterson

F84/47 MINUTES

The Minutes of the meeting on 4th August were approved.

F84/48 BUSINESS ARISING

- (a) F84/33 Pennants - The sample was approved and it was decided to order 100 (Selling Price to be £3.50). A final design would be produced for the committee.
- (b) F84/38 The Secretary reported that the carpet tiles had been laid in the office and that the redecoration of the Committee Room would be carried out between 19th November and Christmas. The Secretary was asked to ascertain comparative prices for cleaning and lining the present curtains and for new curtains.
- (c) F84/40 Video: The Chairman reported that a video of the dances in Book 32 had been successfully made.
- (d) F84/42 Summer School Notice Board: The Secretary reported that the David Russell Hall had assured her that they could provide a board for Society notices at Summer School.
- (e) F84/39 A request from Glasgow Branch for financial assistance for an Examination Class had been carried forward from the last meeting. In the meantime a similar request had been received from Doncaster and District Branch. There was a suggestion that Branches should cost the classes and then set appropriate fees so that no loss would accrue but it was recognised that in the case of small classes there would be difficulty. It was decided to ask both Branches to produce a balance sheet for the class and to show what deficit had occurred, if any. The requests would then be considered in the light of results. Details should also be supplied of the candidates attending the class - i.e. how many were Branch members and how many came from other Branches. In the meantime other Branches holding examination classes would be asked how they went about it.

A request had been received from Melbourne Branch for financial aid in having a teacher from Scotland at their Winter School. It was agreed, without prejudice and not to be taken as a precedent that a grant of £250 would be made and Mornington Peninsula and Melbourne Branches, scheduled to have examinations in 1985, would be asked to hold them at the time the teacher/examiner was at the Winter School thereby effecting savings in Examiner's travel expenses.

F84/49 FINANCIAL STATEMENTS

- (a) The Statement of accounts paid since the last meeting was approved: £7041.20 (July); £10,072.38 (August); £93,580.07 (September).

- 2
- (b) The list of investments was accepted. The Treasurer reported that the Knowsley B.C. loan had been redeemable this month and that an immediate reinvestment had produced interest at 10.25%
 - (c) The Summer School Account, 1984, was accepted.
 - (d) VAT: The Treasurer gave a resume of the position regarding VAT. It was clear that the Summer School was exempt from tax from a ruling given by the Customs and Excise office some years ago. However, it appeared that subscriptions and other items would be subject to VAT although at the moment books were zero rated. Overseas subscriptions and other items going overseas would not be subject to VAT. One obvious necessity was to take the sales of accessories out of the Society's activities and form a trading company.

It was unanimously agreed to have a separate trading company, limited by guarantee and with profits of the company covenanted to the Society. The Treasurer was requested to take the necessary action to register the company. No change in administrative routine would take place meantime; Branches would be notified in due course of any changes in procedure if such proved necessary.

F84/50

PATERSON'S PUBLICATIONS

The Secretary reported that an agreement had been signed with Paterson's Publications. On the advice of the lawyer we had altered the original terms of our offer. We made two separate agreements - one offering £1500 for the publishing rights of "Won't You Join The Dance?" and one offering to forego our royalties for the past two years in return for taking over Books 1-5. In addition we had reduced the discount given to Paterson's on their purchases of our books to 35%, the recognised trade discount generally.

F84/51

PERFORMING RIGHTS SOCIETY

The Secretary reported that she had visited the Society and had discussed our application for membership with an official there. The PRS were tightening up all round and had demanded various documents from us, all of which had been supplied and we now awaited their decision.

An application had also been sent to the MCPS for membership so that we might claim royalties on our records. A reply regarding our application was also awaited in this respect.

F84/52

PUBLICATION FOR 1985

- (a) The Committee allotted finance for three records in 1985 bearing in mind that records would probably be required for Book 32, 33 and for Book 4. This sum would be available for the Publications Committee should they decide to produce three records.
- (b) Finance was allotted for the production of Book 33 (£3250 approx)
- (c) It was decided to accept the quotation for 2,000 copies of the new Teacher's Certificate (£150 plus VAT).
- (d) £340.50 was allotted for publicity material (Photographs for exhibition displays).

F84/53

BULLETIN 1984

The Secretary reported that there had been considerable saving on this year's Bulletin (over £3,000) on the printing; we had changed our printer and had gone on to matt paper and in spite of having an increased number of pages and of copies had been able to make these economies. Moreover we had attracted £1745 of advertising. Postage had increased this year and would, of course, offset the saving to some extent.

F84/54 SUMMER SCHOOL, 1985

The fees for Summer School were set as follows:-

Resident:	2 Week Course - Tuition and Maintenance	- £216.00
	1 Week Course - Tuition and Maintenance	- £108.00
Non-Resident:	2 Week Course - Tuition	- £46.00
	1 Week Course - Tuition	- £23.00

It was also decided to increase the deposit to £20 and to retain the ruling that no fees would be refunded in the case of cancellations made after 24th June (i.e. 4 weeks prior to start of Summer School).

F84/55 BASEMENT PREMISES

It was decided to terminate the lease of the basement premises with effect from 31st May, 1985 in order to give increased accommodation for Society activities. Due notice would be given to the present tenants.

F84/56 ACCESSORIES

A suggestion from Mrs Gaul that we might add glasses of various kinds to our accessories was considered and rejected owing to the space required for storage, danger of breakages and difficulty of transport, etc.

Samples of place mats, cork-backed, were examined and it was decided that one design in dark blue and gold might be added to our stock but first the committee would like to see the design with the Society motif - preferably the Crown - on it.

It was decided to add boxes of Scottish soap to the accessories list with the Society's motif on the box and soap (Crown motif).

Miss Ross asked if it would be possible to have a small brooch or smaller stick pin with the Society motif for teams to take abroad as gifts. The Secretary undertook to investigate the possibility.

F84/57 STAFF ITEMS

Staff salaries were reviewed. (Details in paper apart).

F84/58 NEXT MEETING

To be set by the Executive Council in November.

The meeting closed at 5.00 p.m. with a vote of thanks to the Chair and the Convener's thanks to the Committee.

James Jaeger

Convener

19/1/85

MINUTES OF THE MEETING OF THE FINANCE
COMMITTEE AT 12 COATES CRESCENT, EDINBURGH
ON SATURDAY, 19TH JANUARY, 1985 AT 2.00 PM

PRESENT: Mr J Taylor (in the Chair), Dr A MacFadyen, Mr J Douglas,
Miss D A Paterson, Miss M M Ross, Mr R Turnbull, Mr C P Wadsworth

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

F85/1 CHAIRMAN'S REMARKS

After welcoming members of the Committee the Chairman paid tribute to the late Group Captain Huxley who had been an excellent Committee member. He would be very much missed both as a friend and as a member of the Finance Committee.

G85/2 APOLOGIES

Mrs M G Parker, Miss A W Miller

F85/3 MINUTES

The Minutes of the meeting on 13th October, 1984, were approved.

F85/4 BUSINESS ARISING

- (a) F84/48(a) Pennants - The pennants had been received and were approved by the Committee but the selling price had to be revised to £4.00 because of the addition of VAT and carriage.
- (b) F84/48(b) New curtains had had to be provided in the Members' Room as the old ones had shredded when washed.
- (c) F84/48(c) A letter of appreciation had been received from Melbourne Branch. Information was still awaited regarding the examinations scheduled there for this year.
- (d) F84/51 The Secretary reported that the Society had now been admitted to membership of the Performing Rights Society. Documentation still had to be received.
- (e) F84/52 Publicity material and photographs had been received. It was decided to order another set of the large coloured photographs. It was also decided that the cost of lamination on board should be ascertained.

The Secretary was instructed to ascertain if McClure Flags could produce a banner 6' x 4' for an exhibition background with "ROYAL SCOTTISH COUNTRY DANCE SOCIETY" and the crown motif.

- (f) F84/55 Basement premises: Mr Mackie had agreed to vacate the basement premises by 31st May. Mr Taylor outlined the reorganisation required in the Headquarter premises to allow more storage space etc. It was agreed to make provision for painting in the basement (£674) and for additional racking for records and books (around £600). Mr Taylor reported he would be meeting Building Contractors to provide estimates of cost for proposed alterations to the Headquarter offices, to be discussed at the next meeting.

- (i) Examples of soap in wooden presentation boxes were received and it was decided that the selling price should be £1.50. Boxes bore the RSCDS crown motif and contained fine Scottish soap.
- (ii) The Secretary had investigated the possibility of smaller badge brooches in enamel. It would not be feasible to have brooches and smaller stick pins would cost as much as the present larger ones and would entail extra charge for another die. It was decided to drop the matter.
- (iii) The sample place mats were examined and it was decided that the design was not sufficiently attractive with only the crown motif as the central design. Mr Taylor undertook to obtain a design with dancers which would be seen at the next Committee meeting.
- (iv) Permission was given for West Renfrewshire Branch to use the Crown Motif on aprons being produced to celebrate their Diamond Jubilee in the 1985-86 season. The Committee wished to have further information regarding the material to be used and general design.
- (v) The matter of an item to mark the centenary of Dr Milligan's birth was discussed. Dr MacFadyen, seconded by Miss Paterson, proposed that a good quality plate should be produced with the portrait of Dr Milligan, and the Secretary was asked to seek manufacturers.

X (h) F84/48(e) Branch Examinations:

The Committee were aware of the problems Branches were having in holding certificate classes and were prepared to consider applications for assistance with training courses provided the Branch submitted a budget for the course prior to its commencement. An appropriate application form would be available from Headquarters. Mr Turnbull agreed to let the Secretary have a suitable draft in this respect.

In the particular case of Doncaster Branch the Committee were of the opinion that the fee it was proposed to charge candidates was somewhat unrealistic. It was decided that if the fee were raised to £25 for the course the Committee would grant £70 which would avoid having a deficit.

FINANCIAL STATEMENTS

- (a) The Statement of accounts paid since the last meeting was approved: £11,099.91 (October); £12,045.42 (November), £7,570.20 (December).
- (b) The list of investments was accepted.
- (c) Statement of Income and Expenditure for the year ending 30th June, 1985 (Period 1st July to 31st December 1984) was accepted.
- (d) Miss Paterson reported that there had been no profit on the Autumn School, 1984.
- (e) Balance Sheet as at 31st December, 1984 was noted.

- (f) Trading Company: The Treasurer said this would now be a limited company with share issue - all to be taken up by the RSCDS. A document was passed to Mr Taylor who undertook to report to the next meeting with further details.

The VAT situation was still under discussion with the Inland Revenue authorities.

F85/6

EXTENSION WORK

Cloverfield School, Aberdeen had intimated that a party of pupils had been asked to participate in "The International Children's Festival" in Turkey and would be the first UK representatives since the Festival began. The Scottish Country Dance group would be composed of pupils who had attended the class run by the Society and the School asked if the Society would wish to be associated with the visit in any way and whether financial help would be considered. The Committee decided that a grant should be made in these special circumstances (£500) and that we should ask for photographs and an article for the Bulletin.

F85/7

VIDEO - BOOK 33

The Committee allocated £200 for the video of Book 33.

F85/8

REMIT FROM GENERAL PURPOSES COMMITTEE

The Committee considered the recommendations of the General Purposes Committee and agreed that finance should be made available for the projects mentioned from the central funds held by the Society as well as from the Memorial Fund. The time scales suggested by the General Purposes Committee appeared to be acceptable. These decisions would be reported to the General Purposes Committee and the matter would be passed to the Examinations Committee for their action.

F85/9

CORRESPONDENCE

The Secretary reported that the English Folk Dance and Song Society had asked for details of our organisation, staffing, etc. as they were in process of planning reorganisation.

F85/10

LEGACY

The Chairman reported that Group Captain Huxley had left a legacy of £1,000 to the Society and it was decided that when this was received it should be put in the Jean Milliagan Memorial Fund.

F85/11

EXAMINATION TOUR - NORTH AMERICA

The Secretary reported that the return fares for the two examiners from Prestwick to Toronto were £634. As £60 had already been made as a deposit the Treasurer was asked to furnish a cheque for £574.

F85/12

NEXT MEETING

James Taylor

F85/6

EXTENSION WORK

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F85/12

NEXT MEETING

20th April, 1985

The meeting closed at 4.50 pm.

James Jaeger

W. Cameron
25/4/85

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE
AT 12 COATES CRESCENT, EDINBURGH, ON SATURDAY
20TH APRIL, 1985, AT 2.00 P.M.

PRESENT: Mr J Taylor (in the Chair), Dr A MacFadyen, Mrs M G Parker,
Mr J Douglas, Miss W Miller, Miss M M Ross, Mr R Turnbull.

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

F85/13 APOLOGIES

Miss D A Paterson, Mr C P Wadsworth

The Committee were indeed sorry to learn of Mr Wadsworth's illness and asked the Secretary to send their best wishes for his speedy recovery.

F85/14 MINUTES

The Minutes of the meeting on 19th January, 1985, were approved.

F85/15 BUSINESS ARISING

(a) F85/4(c) The Secretary reported that Melbourne Branch had been unable to hold the examinations in Melbourne to coincide with the visit of Mrs MacLean to Australia.

(b) F85/4(e) Publicity Material: The Committee allotted £100 for the lamination on board of publicity photographs and instructed the Secretary to ascertain the cost of enlarging one photograph to four times its present size including lamination on board. This would be required for an exhibition at the end of May, 1985. As there would not be a Finance Committee meeting before then the Convener and Secretary were empowered to decide whether or not to acquire the larger print.

A further £126 was allotted for a 6' x 4' banner with the Society's designation and motif.

(c) F85/4(g) Accessories:

(iii) The design for the place mats was approved and it was decided to order 60 only in the first instance. The selling price would probably be about £2.50 each.

(v) Various quotations for commemorative plates were considered. It was finally decided to ask if "Royal Doulton" could send their representative to discuss the matter with us as theirs was possibly the most reasonable quotation but further details were necessary before any decision could be made.

(ii) The Secretary reported that small saltire brooches would be available (50p each) at Summer School.

(d) F85/4(h) The Secretary reported that Doncaster Branch had raised their candidate class fees to £25 as the Committee had suggested.

F85/16 FINANCIAL STATEMENTS

(a) The Statement of Accounts paid since the last meeting was approved: £14,221.77 (January); £9,970.32 (February); £13,109.02 (March).

(b) The list of investments was accepted. It was noted that a City of Edinburgh loan was due for redemption in May and it was decided to wait to see what terms were offered for renewal. The Committee empowered the Convener and Treasurer, with the advice of the Stockbroker, to select the best re-investment.

- (c) The Statement of Income and Expenditure for the year ending 30th June, 1985 (period 1st July 1984 to 31st March, 1985) was accepted.

It was decided to review the Society's insurance cover at the time of stocktaking (30th June) and to ensure that the archives were included.

- (d) The Autumn School had produced a profit of £70 and the Committee recorded their thanks to Glasgow Branch for assuming certain expenses normally borne by Headquarters.
- (e) The Balance Sheet as at 31st March, 1985 was accepted.
- (f) Trading Company - The Treasurer reported that we were still awaiting registration but hoped this would be completed within the next week. The Committee approved the appointment of the following as Directors: Mr J Taylor, Miss M M Gibson (Secretary), Mrs M A Jeffcoat (Treasurer), Mr Douglas, Miss Miller.
- (g) Rates Revaluation: The revaluation notice had been received and the Committee asked the Treasurer to write to the rating authority for the details on which the revaluation had been based.
- (h) It was reported that two branches had not yet paid their annual membership subscriptions for 1984/85 - Northern Virginia and The Hague. The Secretary was asked to write to these Branches again.
- (i) The bequest from Group Capt. Huxley (£1000) had been received and had been put into the Jean Milligan Memorial Fund (See F85/10).

F85/17 EXTENSION WORK

- (a) Edinburgh Branch had been asked to represent the Society and the UK at an important international festival in Canada and in view of the special circumstances a grant of £600 was approved. This was not to be taken as a precedent.
- (b) A grant of £300 was made to Leeds Branch towards the expenses of a visit to Norway.

F85/18 VISITS OF EXAMINERS/TEACHERS OVERSEAS

The Committee noted the schedule of visits drawn up by the Examinations Committee (EX85/6).

F85/19 BASEMENT PREMISES

Essential repairs were required for the basement premises due to rising damp and the Committee approved an estimate for £889.00 to remedy this in certain areas.

On the removal from the premises of the tenant in the basement certain reorganisation was necessary to make the best use of the premises and afford more accommodation for stock, archives, etc. Details of the necessary work were considered and the Committee approved estimates totalling £10,737.00.

The Society Chairman, the Convener of Finance, the Archivist and the Secretary were appointed to examine and decide on the best use of the premises after alteration.

F85/20 REPRINTS

Books 1-5 and Pocket Edition 1-111 were now being published by the Society and with Miscellany Vol. 1 reprinting would come to around £7,350 which the Committee allotted for this purpose.

The reprint of two Ladies' Step Dances was approved (£94).

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The cost of reprinting a facsimile of the Festival Booklet "Scottish Country Dance" which was to be available at the Jean Milligan Centenary Celebration was not yet known but would be reported to the next meeting.

A fee was agreed for the arranging of the music by Mrs Muriel Taylor (details in paper apart).

- (c) The Statement of Income and Expenditure for the year ending 30th June, 1985 (period 1st July 1984 to 31st March, 1985) was accepted.

It was decided to review the Society's insurance cover at the time of stocktaking (30th June) and to ensure that the archives were included.

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The cost of reprinting a facsimile of the Festival Booklet "Scottish Country Dance" which was to be available at the Jean Milligan Centenary Celebration was not yet known but would be reported to the next meeting.

A fee was agreed for the arranging of the music by Mrs Muriel Taylor (details in paper apart).

F85/20 EXAMINATION EXPENSES

The Committee noted that there was a possible proposal to use three examiners instead of two and requested the Secretary to produce figures of the financial implications were this proposal to be put into effect.

F85/21 CORRESPONDENCE

Correspondence from Mr Brown of York and North Humberside Branch was before the Committee and the points raised were discussed in detail. It was considered that the Convener's reply dealt appropriately and adequately with the matters concerned.

F85/22 STAFF MATTERS

It was noted that Miss Cairns had intimated her resignation from Headquarters staff. Other staff matters were dealt with (Paper apart).

F85/23 OTHER BUSINESS

- (a) A request from the firm 'Fidula' in Germany to produce the Society records under licence was refused.
- (b) A request from Atlanta Branch that the Secretary should undertake an administrative workshop at the time of the Stone Mountain Highland Games was received. The Branch undertook to contribute \$600 dollars towards travel expenses and to provide accommodation. The Committee agreed to provide the balance of travel costs.
- (c) Miss Ross raised the question of the requirement of two signatures on a cheque. The Finance Committee agreed that the normal requirement was two signatures and this they recommended but it was understood that by arrangement with the Bank one signature might be acceptable providing the mandatory requirements of the Bank were met.

F85/24 NEXT MEETING

3rd August, 1985, St Andrews.

The meeting closed at 5.30 p.m. with a vote of thanks to the Chair.

Jas. Jauch

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE FINANCE
COMMITTEE, UNIVERSITY HALL, ST ANDREWS,
ON SATURDAY 3RD AUGUST, 1985, AT 2 PM

PRESENT: Mr J Taylor (in the Chair), Dr A MacFadyen, Mrs M G Parker,
Mr J Douglas, Miss W Miller, Mr R Turnbull, Miss F I Galway

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

F85/25 APOLOGIES

Miss D A Paterson, Miss M M Ross

F85/26 COMMITTEE MEMBERSHIP CHANGES

The Committee recorded their deep regret at the death of Peter Wadsworth. Miss Galway had joined the Committee in his place and the Chairman welcomed her to the meeting.

F85/27 MINUTES

The Minutes of the meeting on 20th April, 1985, were approved.

F85/28 BUSINESS ARISING

(a) F85/15(a) Australian Winter School: Melbourne Branch had confirmed that they had not required to use the grant of £250 for their Winter School. At the same time, South East Queensland Branch had requested financial assistance towards bringing a teacher from the UK for the Twelfth Australian Winter School in May 1987. While the Committee considered that Schools should be individually viable, and again reiterated that any assistance given should not be taken as a precedent, it was agreed that the grant originally intended for Melbourne (on certain conditions) should now be given to South East Queensland provided that a Balance Sheet for the Twelfth Winter School was supplied.

(b) F85/15(b) Publicity Material: The Committee allotted £286 for the provision of a 40" x 60" laminated photograph for exhibition or other publicity functions.

(c) F85/15(c) Commemorative Plates: It had been decided to place an order for commemorative plates with the St Andrews Pottery. The original sample required to be modified and a proof was requested. The plate was 9½" with scalloped edge and bone china; £2,500 was allocated for their provision and the selling price would be £15.

F85/29 FINANCIAL STATEMENTS

(a) Statement of Accounts paid since the last meeting up to 30th June, 1985: £7,854.80 (April); £11,557.75 (May); £17,536.92 (June).

PRESENT: Mr J Taylor (in the Chair), Dr A MacFadyen, Mrs M G Parker,
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- (a) Statement of Accounts paid since the last meeting up to 30th June, 1985: £7,854.80 (April); £11,557.75 (May); £17,536.92 (June).
- (b) List of investments accepted. The Treasurer was instructed to seek the advice from the Stockbrokers and with the Convener, was authorised to invest a further £5,000 now, this sum to be transferred from the Money Market Account.

- (c) The Statement of Income and Expenditure for the year ending 30th June, 1985 was discussed in detail and accepted.
- (d) The Balance Sheet as at 30th June, 1985 was approved.
- (e) The Estimate of Income and Expenditure for the year ended 30th June, 1986 was approved as amended.
- (f) Trading Company: Mr Taylor reported that the Trading Company had now been registered and it was hoped to hold the first Board Meeting shortly.
- (g) Branches: It was confirmed that all Branches had now paid membership subscriptions for 1984/85.
- (h) Rates: The Treasurer reported that the premises taken over in the basement would add a net £400 (period 1st June to March 1986) to the amount of £1,642 already notified, these amounts being the original rates diminished in view of the Society's charitable status.

F85/30

BASEMENT PREMISES

Mr Taylor reported that the work had been completed within the budget laid down and had vastly improved Headquarters. Further racking for stock would still be required this year and approximately £400 was allocated for this purpose. Mrs Parker took the opportunity to thank Mr Taylor for his personal involvement and a good job done.

F85/31

REPRINTS

The quotation from Buccleuch Printers for a facsimile of the original Festival Booklet was accepted and £238 was allocated for 500 copies.

Approximately £500 was allocated for a reprint of Book 11. It was decided that where possible books should be ordered in smaller quantities than hitherto to conserve space and to avoid tying up finance for prolonged periods.

F85/32

EXAMINATION EXPENSES

- (a) It was roughly calculated that a third examiner could cost an additional £3,000 per year for overseas examinations, plus internal travel within the areas involved. Any expenses borne by a Branch would also rise by 50%. It was decided to carry the matter forward to the next meeting when the result of the experiment would be known.
- (b) Glasgow Branch had supplied information regarding their certificate classes and in spite of charging candidates £32 for the course there remained a deficit of £112. It was agreed, without prejudice to future decisions, to grant £112 to Glasgow Branch to cover the deficit.
- (c) A Draft of a form for application for assistance with examination classes was compiled (copy attached).

F85/32

ACCESSORIES

It was agreed to order serviettes of an improved quality from a new firm, the previous supplier having gone out of business. 800 packets would be ordered by Strathspey Sales (around £300).

F85/33

CENTENARY WEEKEND

Mr Taylor reported that the cost of the weekend had been kept as low as possible with Bed and Breakfast £11.50, Lunch £5, Garden Party and Tea £3 and Dance (including supper) £6. Application forms were now available.

F85/34

REMITTS FROM OTHER COMMITTEES

- (a) The Examinations Committee had requested an allocation of finance for a pianists' course; it was decided to remit this request to the General Purposes Committee to ascertain if this could be funded from the Jean Milligan Memorial Fund.
- (b) The Publications and Research Committee had requested financial allocation for recordings in 1986. The Committee granted £12,000 for the production of three records - Book 34, Book 5 and Book 6.

F85/35

ANNUAL GENERAL MEETING

The Committee took cognisance of Annual General Meeting business which had financial implications.

F85/36

CORRESPONDENCE

Mr Malcolm Brown had written to the Committee regarding the cost of the video for Book 32. The Secretary had replied pending the Committee's consideration of the letter and the Committee considered that they could not add to the reply which had been sent.

F85/37

OTHER BUSINESS

- (a) Dr MacFadyen proposed that a video of Dr Jean Milligan's life should be produced; it would cost in the region of £1,800 - £2,000 and last about 35 minutes. He hoped it could be available for July 1986. The Secretary was instructed to ask Independent Video Productions Ltd what the cost would be per video.
- (b) Approval was given for the allocation of the funds required from the Publications Reserves Fund provided that a fixed price contract was entered into confirming the cost of production.

F85/38

STAFF MATTERS

The Secretary reported that Miss Angela Shand had replaced Miss Tracey Cairns. Further items were discussed and recorded in a paper apart.

F85/39

NEXT MEETING

26th October, 1985

James Yeast
26/10/85

The meeting concluded with a vote of thanks to the Chair.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

APPLICATION FOR ASSISTANCE WITH EXAMINATION CLASS

(This application must be submitted prior to setting up a class)

Application on behalf of Branch

Details of Proposed Class:-

Venue

Dates to be held

Anticipated number

Will all students be members of above Branch YES/NO

If no - to which Branches do they belong

.....

.....

What contributions (if any) will be made by all Branches concerned to cost of class

.....

Please complete following estimated budget for class:-

INCOME

EXPENSES

Students fees

Class Expenses:-

..... (No) @ each

Hall Hire

Contributions from Branches
Involved

Teacher

..... (No) @ each

Piano

Others (please specify)

Examination Expenses:-

Hall Hire

Examiners' Accommodation

Others (please specify)

TOTAL INCOME

TOTAL EXPENSES

..... BRANCH SECRETARY

..... DATE

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE
AT 12 COATES CRESCENT, EDINBURGH ON SATURDAY
26TH OCTOBER 1985 AT 2 PM

PRESENT: Mr J Taylor (in the Chair), Mrs M G Parker, Dr A MacFadyen,
Miss F I Galway, Miss A W Miller, Miss D A Paterson, Miss M M Ross.

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

F85/40 APOLOGIES

Mr J C Douglas, Mr R Turnbull.

F85/41 MINUTES

The Minutes of the meeting on 3rd August 1985 were approved.

F85/42 BUSINESS ARISING

- (a) F85/28(b) Publicity Material: It was decided that no charge should be made for the loan of publicity material but registered postage should be used and this charge borne by the borrower.
- (b) F85/37(a) Video. The Committee agreed that the video on the life of Dr Milligan should be financed at a cost of not more than £2,500 and funded from the Reserve Publications Fund for films and records. The quotation from Independent Video Productions Ltd was accepted.

F85/43 FINANCIAL STATEMENTS

- (a) Statement of Accounts paid since the last meeting up to 30th September 1985. £8,904.64 (July); £14,732.93 (August); £101,863.00 (September) was accepted.
- (b) Summer School, 1985. The Income and Expenditure Account was accepted. The difficulty regarding a piano for the Boys' Brigade Hall was noted and it was decided to place an advertisement in (firstly) a St Andrews paper which failing, in an Edinburgh paper for a second hand piano in good condition. If a piano was obtained it would go to the Boys' Brigade Hall for use by the RSCDS only.
- (c) Investments: The list of investments was accepted. It was decided that the sum of £5,000 (see F85/29) would be transferred from the Money Market Account to a Charifund Unit Trust. The Treasurer was asked to look at the Staff Fund with a view to seeking better interest. The Committee agreed that the total investment position was a healthy one.
- (d) Branch Accounts: A statement of Branch trading results in 1984 and 1985 was presented by the Treasurer. It was requested by the Committee that the Cash held (in hand and Bank) should also be included in future statements so as to give a full picture. The Committee instructed the Secretary to ask Los Angeles Branch to send their Accounts and Balance Sheet for 1985.

F85/44 VIDEO FOR BOOK 33

The Secretary reported that an additional £165 had been incurred. The Committee recommended that the Publications Committee should consider their present arrangements for the video to ensure that any additional expense be avoided.

F85/45 SUMMER /

The Committee were disappointed in the increased costs set by St Andrews University for residence. It was decided that enquiries should be made of other Universities as to costs and that after this information was assembled, if it were appropriate a meeting with St Andrews University Bursar should be sought to discuss the matter.

In the meantime, the Committee set the fees for the 1986 Summer School as follows:-

Residents

Residence and tuition for ONE week	£122
Residence and tuition for TWO weeks	£244

Non-residents

Tuition for ONE week	£25
Tuition for TWO weeks	£50

F85/46

REPRINTS

A quotation for the reprint of Book 11 had been received but appeared too costly. The Secretary was in process of obtaining further quotations and would report to the next meeting. The Secretary was asked to ascertain costs of reprinting the book were there no amendments.

F85/47

CORRESPONDENCE

- (a) A request from the Clan MacLeod Dancers (California) to include some Society Dances in a book of "MacLeod Dances" was agreed (the dances to be listed) on condition that a donation be made to the Society and acknowledgment made in the publication. The Committee decided that they could not grant permission to use our recorded music on their records/tapes.
- (b) TACSOUND had forwarded a proposal regarding a new cassette which they hoped to market and suggested the Society might stock these and be given exclusive rights to sell in the UK. While the Committee were willing in principle to cooperate with TACSOUND the financial arrangements would require further negotiation.
- (c) LISMOR RECORDINGS had written to suggest that they would take over the manufacture and marketing of our records. The Committee rejected the proposal.

F85/48

OFFICE MACHINERY

On the Treasurer's recommendation the Committee decided to purchase a Computer Word Processor price £400 + £100 for Software. It was also decided to purchase a Franking Machine which the Secretary considered was very much required to deal with the volume of post being handled in the Headquarters.

F85/49

STAFF ITEMS

Staff items were discussed (Paper apart).

F85/50

NEXT MEETING

To be decided at the Executive Council Meeting on 16th November, 1985.

James Laeish
 W. 15/1/86.

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

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

F86/1 APOLOGIES

Miss Galway, Mrs. Parker

F86/2 MINUTES

The Minutes of the meeting on 26th October had already been approved at the Executive Council Meeting in November, 1985.

F86/3 BUSINESS ARISING

- (a) F85/46 - The Secretary reported that a recent quotation for a reprint of Book 11 would have been around £100 less had there been no amendments.
- (b) F85/47 - The Clan MacLeod Dancers had sent the draft of their book for an endorsement by the Honorary Archivist and had raised certain other matters. The Committee held to their previous decision that the Society music and/or arrangements could not be reproduced and that only the limited number of dance instructions already intimated be used in the Clan book.
- (c) F85/68 Office Equipment
 - (i) Franking Machine: The Pitney Bowes Machine appeared too expensive and the Secretary was asked to seek a quotation from Roneo Alcatel and also to query the meter rental charge included in the Pitney Bowes quotation.
 - (ii) Word Processor/Computer - The Committee considered details of a word processor. While it appeared to meet the requirements of the office, the Committee decided that further information should be sought regarding a computer system.

F86/4 FINANCIAL STATEMENTS

- (a) The Statement of Accounts paid since the last meeting up to 31st December, 1985 - £7499.71 (October); £15,745.20 (November); £8493.53 (December) was approved.
- (b) Investments: The Treasurer was asked to consult the Brokers regarding the Murray Ventures PLC investment and to take appropriate action.

The Treasurer suggested that it might be advantageous to switch the M & G Charibond investments to M & G Charifund; the Committee decided to leave these investments as they were for the time being and requested the Treasurer to seek information in respect of other charity based Unit Trusts and to report to the next meeting.
- (c) The Statement of Income and Expenditure for the period 1st July to 31st December, 1985 was accepted.
- (d) Balance Sheet: Referring to the loan of £8691 (stock) which Strathspey Sales had received from the Society, the Treasurer explained that the Company had been forced for administrative reasons to avoid being involved in VAT. The Inland Revenue authorities were insistent on trading of charities being separated out. The difficulty here was that Strathspey Sales could not build up reserves because to avoid tax all profits had to be paid over to the RSCDS and in so paying over all profits the Company would never have reserves to finance stock.

She recommended that the RSCDS should make a permanent loan of £12,000

to Strathspey Sales to finance stock, at a fixed rate of interest, which would be regularly paid to the Society. In this way the Company would have the finance to keep the stock levels necessary and pay over its profits to the Society.

The Committee agreed that this loan should be effected by the addition of £3309 (cash) to the existing loan of £8691 (stock). It was decided that this loan/investment would be identified separately in the accounts and that the rate of interest would be reviewed annually at the Finance Committee's August meeting. The rate of interest for this year's loan (1 July 1985 - 30 June 1986) was fixed at 10%

The Secretary was asked to arrange for a small article regarding Strathspey Sales to be included in the next Bulletin and to explain that it was a company which was 100% owned by the RSCDS and why it had been set up.

F86/5 REVIEW OF BOOK PRICES

Books could no longer be ordered in vast quantities both from the point of view of tying up too much money in stock, insurance and space required. The increased costs by reason of inflation as well as ordering in decreased quantities made it no longer possible to contain the price of books with music at its present retail level. After considering all the details the Committee decided that with effect from 1st April this year all books with music presently 75p would be increased to £1.25 with other books with music adjusted appropriately.

It was hoped to hold Pocket Editions at 50p meantime though a few leaflets might have to be increased slightly.

F87/6 REMITS FROM EXECUTIVE COUNCIL

- (a) "that the Finance Committee investigate costs and possibility of providing the videos in formats suitable particularly for the overseas market."

The Secretary reported that sources of provision of videos suitable for overseas markets had already been identified and that orders were now being placed for "Take Your Partners" and Books 32 and 33.

- (b) "that the Finance Committee consider whether or not the fee at present charged for affiliation should be increased."

The Committee came to the conclusion, on a motion by Dr. MacFadyen, seconded by Mr. Douglas, and unanimously approved, that there should be no alteration in the present affiliation fee.

F86/7 ACCOUNTING PROCEDURE

The present system of invoices and statements was not proving satisfactory as both the RSCDS and Strathspey Sales Company were having to wait possibly 5 months (longer in some instances) for payment for goods supplied.

The Committee recommended that Statements should be discontinued and that accounts should be paid on invoice with discount allowed if the account was paid by a certain date. This would have the dual advantage of ensuring quicker settlement with a more regular cash flow and a reduction in clerical work.

The period for discount eligibility would be the end of the next month following the sale for Home Branches and Europe with an additional month being allowed elsewhere.

It was recommended that this revised procedure be put into effect from 1st July, 1986.

F86/8 CORRESPONDENCE

- (a) Application had been made by Western Australia Branch for the funding by Headquarters of a teacher's visit in the year when there were no candidates for the scheduled examination. It was decided that the

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F86/8 CORRESPONDENCE

- (a) Application had been made by Western Australia Branch for the funding by Headquarters of a teacher's visit in the year when there were no candidates for the scheduled examination. It was decided that the request must be rejected especially as the Society would be sending a teacher to Australia every three years to visit all Branches.

(b)/

F86/8 CORRESPONDENCE (contd)

- (b) Doncaster Branch had supplied a balance sheet, as requested, for their candidate class. A deficit was shown but the Committee noted that if the Branch had raised the fees to the candidates as recommended there would have been no deficit.

F86/9 STAFF ITEMS

The Secretary reported that Miss Watt had left and that a replacement had been obtained but would not start until 10th February (Paper apart)

F86/10 EXAMINATIONS COMMITTEE ITEMS

- (a) The Examinations Committee had asked if funds could be made available to produce a "Teaching" tape should they consider it advisable. It was decided to allot £200 for that project.
- (b) The Examinations Committee, supported by the General Purposes Committee recommended that the Society should become a member of the Scottish National Council for Dance. The Finance Committee agreed that the appropriate sum could be allocated. (Sum later confirmed as £25 p.a.)
- (c) It was noted that the Examinations Committee had decided to adhere to the present number of examiners (2) at an examination.

F86/11 OFFICE MAINTENANCE

The Committee allocated £500 for the renewal of the floors and floor covering in the upstairs stock room and corridor where there were holes in the floors.

F86/12 MEMBERS' EXPENSES

- (a) It was recommended that present rates claimable for expenses should, from 1st July, 1986, be increased as follows:
- | | |
|-----------|-------|
| Lunch | £2.50 |
| Dinner | 3.50 |
| Overnight | 11.00 |
- (b) In view of the many commitments to be undertaken by a Chairman of the Society the Committee recommended that an annual allocation of £500 be made towards expenses and that a Chairman would account for the expenses to the Treasurer at the end of each financial year.

F86/13 EXTENSION WORK

A grant of £300 was made to London Branch for a visit to Poland.

F86/14 OTHER BUSINESS

- (a) Mr. Douglas suggested that Strathspey Sales might be asked to investigate the possibility of having coasters to match the table mats.
- (b) Mrs. Jeffcoat had been approached by Bain Dawes Insurance Brokers enquiring if they could quote for our insurance. The Committee authorised the Treasurer to discuss a quotation with them to see if there would be any advantage for the Society.
- (c) The Committee recommended that the Secretary should endeavour to purchase one dozen cups and saucers to match the present china if 'seconds' could be obtained. A further supply of teaspoons should also be purchased.

F86/15 NEXT MEETING

12th April, 1986

The meeting closed at 4.30 p.m.

James Taylor

12/4/86

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE
AT 12 COATES CRESCENT, EDINBURGH, ON SATURDAY,
12TH APRIL, 1986, AT 2 P.M.

PRESENT: Mr J. Taylor (in the Chair), Dr. A. MacFadyen, Mrs M.G. Parker,
Mr J.D. Douglas, Miss F.I. Galway, Miss A.W. Miller, Miss M.M. Ross,
Mr R. Turnbull.

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

F86/16 APOLOGIES

Mr A.S. Aitkenhead, Miss D. Paterson

F86/17 MINUTES

The Minutes of the Meeting on 18th January, 1986, were approved
unanimously.

F86/18 BUSINESS ARISING

- (a) F86/3(c)(i): Franking Machine. It was decided to purchase a Pitney Bowes Franking machine (£874). There should be no maintenance charge for the first year.
- (b) F86/3(c)(ii): Consideration of a Word Processor/Computer was left in the meantime until such time as further investigation continued.
- (c) F86/14(b) : Insurance. It was decided that as the present Broker and Insurance Company were quite satisfactory it would be inadvisable to approach a new Broker.
- (d) F86/14(e) : Miss Gibson reported that she had been unable to find 'sale' china similar to that used at present at Headquarters.

F86/19 FINANCIAL STATEMENTS

- (a) The Statement of Accounts paid since the last meeting up to 31st March, 1986, - £8,722.75 (January); £8,433.11 (February); £10,308.31 (March) was approved.
- (b) Investments: The Treasurer had arranged for the sale of Murray Ventures at a profit and it was agreed that the amount realised, £3,700, should go into Charifunds.
- (c) The Statement of Income and Expenditure for the period of 1st July, 1985 to 31st March, 1986, was accepted.
- (d) The Balance Sheet as at 31st March, 1986, was accepted.
- (e) The Committee were pleased to note that all Branches had paid their membership subscriptions for the current year.
- (f) The Secretary reported that the City of Edinburgh District Council had given notice that a payment of £68.80 plus VAT would be required for garbage sacks which the Council would supply. The Secretary was asked to see if the Society's charitable status could effect a reduction.

F86/20 REPRINTS

The following amounts were allocated for reprints: £493 for "Alternative Tunes", £710 for Book 10, and £137 for Society Constitutions.

F86/21 ASSISTANCE WITH EXAMINATION CLASS

Having considered the request from North West Ayrshire Branch for assistance towards their course for examination candidates, the Committee decided to make a grant of £61.

F86/22 VIDEOS

- (a) It was decided to allocate £200 for photographs for use in the making of the video of the life of Dr. Milligan and which would then become part of the Society's archives.
- (b) The quotation from Independent Video Productions Ltd. for the making of the Video of Book 34 was accepted, the inclusive package being £245.

F86/23 TACSOUND

A satisfactory agreement had been reached with TACSOUND regarding the Society's holding stocks of the record "Ready ... And". Headquarters would supply demand in UK and Europe while TACSOUND would supply demand elsewhere; the Society would retain a percentage for handling.

F86/24 OFFICE EQUIPMENT

Further racking was required for record storage and £217 was allocated for this purpose.

F86/25 EXTENSION WORK

It was agreed to make a grant of £300 to Birmingham Branch in respect of their attendance at a festival in Sevres, France.

F86/26 KNOW THE GAME - SCD

The firm presently publishing this booklet were dropping the book from their titles but had offered the complete film of the book to the Society for £100. It was agreed to allocate £100 for this purpose.

F86/27 OTHER BUSINESS

- (a) It was agreed to grant permission to the Head of the Department of Health and Physical Education in Arizona State University to publish the instructions for 'The White Cockade' and 'The Flowers of Edinburgh' in the next edition of "Dance a While" the aim being to encourage interest in Scottish Country Dancing among teachers of dance. A request that acknowledgement would be made to the Society would accompany the permission.
- (b) Mr Taylor informed the Committee that he had arranged for Mrs Clampitt (who had offered a statuette to the Society) to take it to a foundry near Stirling where it was anticipated it could be cast inexpensively.
- (c) The Treasurer reported that Miss Matheson, the Society auditor, would retire this year (after our next audit). It was decided to carry forward to the next meeting discussion on her replacement.
- (d) It was agreed that the sum of £350-£400 would be allocated for the purchase of the picture being presented to Jordanhill College as a memorial to Dr. Jean Milligan.
- (e) Miss Galway drew attention to the benefits accruing to Branches in Northern Ireland from membership of the Northern Ireland Sports Council.

F86/28 NEXT MEETING

2nd August, 1986, at St. Andrews.

The meeting closed at 3.40 p.m.

Janus Jae 1101.

2/8/86

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE
AT UNIVERSITY HALL, ST. ANDREWS, ON SATURDAY,
2ND AUGUST, 1986, AT 2 P.M.

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

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

F86/29 APOLOGIES

Mr J.C. Douglas, Miss D.A. Paterson

F86/30 MINUTES

The Minutes of the Meeting on 12th April 1986 had already been approved at the Executive Council Meeting in May.

F86/31 BUSINESS ARISING

(a) F86/19(f) The District Council, in reply to a request to have refuse collection charges reduced, had intimated that there would be no change meantime.

(b) F86/27(b) Mr Taylor said that making the statuette would take time but the work was progressing; it was the Committee's hope that it would be delivered during this year.

(c) F86/27(d) Dr. MacFadyen intimated that Miss Main, the artist, had not only produced the picture in oils which had been presented to Jordanhill College but had also given us a water colour of Dundas Vale for Headquarters. It was hoped that Executive Council members would make a point of visiting Headquarters to see the picture of the building in which Dr. Milligan started her teaching career.

It was decided to send the artist a cheque for £450 for the two paintings.

(d) F86/18(b) It was decided that rather than buy a computer or a word processor we should first have the advice of consultants on office procedures provided their fee was within reason. The Secretary would make enquiries in this respect and report to the next meeting.

F86/32 FINANCIAL STATEMENTS

(a) The Statement of Accounts paid since the last meeting up to 30th June 1986 - £22,098.44 (April); £6,128.98 (May); £10,033.16 (June) was approved.

(b) Investments:

(i) The list of investments was accepted. The City of Edinburgh loan would be redeemable in November; the Treasurer would take advice and the Committee would discuss the reinvestment at the next meeting in October.

- (ii) Jean Milligan Memorial Fund. The transfer of capital had been discussed at the last meeting. It was decided to transfer the capital from the Charibond units to Charifund units giving an immediate increase in capital of £1538.
 - (iii) It was also decided to move the Porter Bequest to Charifund units, the Secretary to be notified of any increase in capital.
 - (iv) The Treasurer would also notify the Secretary of the account numbers in the case of the Jean Milligan Fund and the Porter Bequest in order that the accounts might be distinguished from others and the interest identified for availability.
- (c) Statement of Income/Expenditure for the year ending 30th June 1986.
- The Committee approved the Statement.
- (d) The Balance Sheet as at 30th June, 1986 was accepted.
 - (e) The Revenue Account was accepted.
 - (f) Estimate of Income and Expenditure for the year ending 30th June 1987 was agreed with a slight amendment to allow for increased costs in the Bulletin.
 - (g) The Chairman informed the Committee that the Finance Bill 1986 was being rewritten by the Government and that it would be more favourable to charities than the original.
 - (h) Dr. Milligan Centenary Weekend: Consideration of the Balance Sheet was remitted to the next meeting.

F86/33 REPRINTS

The sum of £800 was allotted for the reprint of Book 7.

F86/34 AUDITOR

It was agreed that Mrs Isobel Baillie should be recommended for appointment as auditor of the Society's accounts in place of Miss Marjorie Matheson who was retiring from that appointment. An opportunity would be taken at the A.G.M. to thank Miss Matheson for her past services.

F86/35 BRANCH EXAMINATION CLASSES

- (a) Doncaster: A letter from Mr Crowley of Doncaster Branch was received explaining that the Branch had followed the Finance Committee's instructions regarding increase of fees towards meeting the deficit.
- (b) Berks/Hants/Surrey Border: A request for assistance was received. After considering the details the Committee decided to grant the Branch £65 towards the expense of running the class.
- (c) Bristol: The application for assistance was considered and the Committee granted £100 towards the class costs but they instructed the Secretary to advise the Branch to cost examination classes more carefully and if assistance was required application should be made before the class commences.

F86/36 EXTENSION WORK

- (a) It was decided to award a grant of £300 to Wirral Branch for their trip to an International Festival at Marburg in Germany in August 1987.
- (b) Birmingham had submitted the Balance Sheet for their trip to Sevres and this was noted.

F86/37 DISPLAY CABINET

Mr Taylor reported that he had seen a cabinet which he thought might be suitable for displaying accessories or archives. The cost was around £750 and the measurements were 26 inches wide by 6ft high. Funds were allocated for one cabinet.

F86/38 STAFF MATTERS

Staff items were discussed and recorded in a paper apart.

F86/39 OTHER BUSINESS

Mr Turnbull suggested that we should post no receipts (unless specifically requested) for payments by cheque thus saving postage. This policy would be adopted as soon as it was possible to notify Branches of the altered procedure.

F86/40 NEXT MEETING

10th October, 1986.

The meeting closed at 4.30 p.m.

James Taylor.

Convent. 15/10/86.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES OF THE MEETING OF THE FINANCE
COMMITTEE AT 12 COATES CRESCENT, EDINBURGH,
ON SATURDAY, 18TH OCTOBER, 1986, AT 2 P.M.

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

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

F86/41 APOLOGIES

Mr Aitkenhead, Miss Paterson

F86/42* MINUTES

The Minutes of the Meeting on 2nd August, 1986, were approved
unanimously.

F86/42 BUSINESS ARISING

- (a) F86/31(b) Statuette: Mr Taylor reported that Mrs Clampitt's Statuette was almost at the casting stage.
- (b) F86/31(d) The Secretary had been in touch with Management Consultants regarding office procedures and the firm concerned would send a representative to the office and for a preliminary visit about half a day there would be no charge made.
- (c) F86/37 Display Cabinet: Mr Taylor reported that the display cabinet had been ordered and should be delivered in 5-6 weeks.
- (d) F86/32(b)(iii) Porter Bequest: It was decided to rescind the decision made at the last meeting and to leave the Porter Bequest with Charibonds, to ensure an unvariable amount of interest.

F86/43 FINANCIAL STATEMENTS

- (a) The Statement of Accounts paid since the last meeting up to 30th ^{Sept} June, 1986 - £11125.83 (July); £18104.02 (Aug); £112989.25 (Sept) was approved.

It was decided to write to Miss Matheson expressing the Committee's appreciation of her work as auditor and regret that she had resigned.

The Secretary reported that on behalf of the Society she had sent a letter of regret to Dr. Magnus Pike on the death of his wife, Miss D.M. Vaughan who had been Treasurer of the Society for many years. Mrs Jeffcoat, who had attended the funeral, said that Mr Ireland's attendance there on behalf of the Society had been much appreciated by Dr. Pike.

- (b) The Balance Sheet for Summer School 1986 was accepted.
- (c) Investments: The City of Edinburgh Loan was due for redemption on 11th November and it was decided to transfer the amount concerned (£2,000) to Charifund.
- (d) Branch Accounts: All Branches had paid their subscriptions for the year 1985/86 and the Treasurer reported that the situation regarding rendition of Branch Annual Accounts appeared to be satisfactory.
- (e) Dr. Milligan Centenary Weekend: The financial report on the Weekend was accepted.

F86/44 SUMMER SCHOOL, 1987

In view of the increased charges by the University of St. Andrews fees for the School in 1987 were set as follows:

Residents

Residence and tuition for ONE week £128
Residence and tuition for TWO weeks £256

Non-residents

Tuition for ONE week £25
Tuition for TWO weeks £50

F86/45 REPRINTS

£752 was allotted for a reprint of Book 14.
£892 was allotted for the reprint of pocket edition 7-9.

F86/46 RECORDS IN 1987

It was decided to allot finance for three new records in 1987 - music for books 7 and 8 and for the Pocket Edition of Book 32 and the leaflets which still remained to be recorded. Cost of records being approximately £2,500 per thousand.

F86/47 BEQUEST/JEAN MILLIGAN FUND

A bequest of £2,000 had been received from Miss Jean J. Reid of Monaco. It was decided that this should go into the Jean Milligan Memorial Fund. It was also decided to transfer £12,000 to Charibond (£10,000 from the deposit account plus the £2,000 now received) on behalf of the Memorial Fund.

F86/48 MAINTENANCE OF BUILDING

Finance was allocated for repair of windows and replacement of sills (£334, outside paintwork (£348) and interior paintwork in the hall (£310).

F86/49 STAFF ITEMS

A fee was decided for the pianist who had recorded the 'Music for Teaching' (See Paper Apart).

It was decided that, in future, all fees would be negotiated with musicians beforehand. One pianist, who had prepared a recording and had not yet been remunerated would be asked to state the fee required.

Further staff items were discussed. (See Paper Apart)

F86/50 OTHER BUSINESS

(a) Mr Taylor reported that the Headstone at Dr. Milligan's family grave had been suitably inscribed and cleaned at a total cost of £170.

(b) Publicity: In view of the General Purposes Committees decision to produce a new type of poster it was decided in principle to allot finance for this purpose subject to approval by the General Purposes Committee of the design and cost being ascertained.

(c) The Society had twice been asked to send a team from Scotland to the Azores Festival and had been unable to do so because of cost. It was decided to ask Glasgow and Edinburgh to combine to form a team and if they could do so £1,000 (not to be considered a precedent) would be allotted for this purpose.

- (d) Wirral Branch had offered to bring to the Council Meeting in November next year a mounted display of photographs taken during the Marburg Festival (for which they had been allocated a grant). It was considered that it would be inappropriate to do this at the Council where there was insufficient time for viewing and the Committee suggested that the Branch might mount the display at next year's A.G.M. in Edinburgh.
- (e) A letter of thanks was received from Bristol Branch for the grant received towards their examination course. Berks, Hants, Surrey Border Branch had also sent their appreciation of the grant which they had received for the same purpose.

F86/51 NEXT MEETING

To be decided at the Executive Council in November.

In closing the meeting Mr Taylor thanked all the members of the Committee for their attendance and advice given at the meetings.

The meeting closed at 4 p.m.

A request of £2,000 had been received from Miss Jean J. Reid of Monro. It was decided that this should go into the Jean Milligan Memorial Fund. It was also decided to transfer £12,000 to Charitable (2010,000 from the deposit account plus the £2,000 now received) on behalf of the Memorial Fund.

Finance was allocated for repair of windows and replacement of sills (2354, outside paintwork (2348) and interior paintwork in the hall (2310).

A fee was decided for the pianist who had recorded the 'Mists for Teaching' (See Paper April). It was decided that, in future, all fees would be negotiated with musicians beforehand. One pianist, who had prepared a recording and had not yet been remunerated would be asked to state the fee required. Further staff items were discussed. (See Paper April)

(a) Mr Taylor reported that the Headstone at Dr. Milligan's family grave had been suitably inscribed and cleaned at a total cost of £190.

(b) Publicity. In view of the General Purposes Committee's decision to produce a new type of poster, it was decided in principle to allow finance for this purpose subject to approval by the General Purposes Committee of the design and cost being ascertained.

(c) The Society had twice been asked to send a team from Scotland to the Arona Festival and had been unable to do so because of cost. It was decided to ask Glasgow and Edinburgh to combine to form a team and if they could do so £1,000 (not to be considered a precedent) would be allotted for this purpose.

F86/44 SUMMER SCHOOL, 1987

In view of the increased charges by the University of St. Andrews fees for the School in 1987 were set as follows:

Residents

Residence and tuition for ONE week £128
Residence and tuition for TWO weeks £256

Non-residents

Tuition for ONE week £25
Tuition for TWO weeks £50

F86/45 REPRINTS

£752 was allotted for a reprint of Book 14.
£892 was allotted for the reprint of pocket edition 7-9.

F86/46 RECORDS IN 1987

It was decided to allot finance for three new records in 1987 - music for books 7 and 8 and for the Pocket Edition of Book 32 and the leaflets which still remained to be recorded. Cost of records being approximately £2,500 per thousand.

F86/47 BEQUEST/JEAN MILLIGAN FUND

A bequest of £2,000 had been received from Miss Jean J. Reid of Monaco. It was decided that this should go into the Jean Milligan Memorial Fund. It was also decided to transfer £12,000 to Charibond (£10,000 from the deposit account plus the £2,000 now received) on behalf of the Memorial Fund.

F86/48 MAINTENANCE OF BUILDING

Finance was allocated for repair of windows and replacement of sills (£334, outside paintwork (£348) and interior paintwork in the hall (£310).

F86/49 STAFF ITEMS

A fee was decided for the pianist who had recorded the 'Music for Teaching' (See Paper Apart).

It was decided that, in future, all fees would be negotiated with musicians beforehand. One pianist, who had prepared a recording and had not yet been remunerated would be asked to state the fee required.

Further staff items were discussed. (See Paper Apart)

F86/50 OTHER BUSINESS

(a) Mr Taylor reported that the Headstone at Dr. Milligan's family grave had been suitably inscribed and cleaned at a total cost of £170.

(b) Publicity: In view of the General Purposes Committee's decision to produce a new type of poster it was decided in principle to allot finance for this purpose subject to approval by the General Purposes Committee of the design and cost being ascertained.

(c) The Society had twice been asked to send a team from Scotland to the Azores Festival and had been unable to do so because of cost. It was decided to ask Glasgow and Edinburgh to combine to form a team and if they could do so £1,000 (not to be considered a precedent) would be allotted for this purpose.

- (d) Wirral Branch had offered to bring to the Council Meeting in November next year a mounted display of photographs taken during the Marburg Festival (for which they had been allocated a grant). It was considered that it would be inappropriate to do this at the Council where there was insufficient time for viewing and the Committee suggested that the Branch might mount the display at next year's A.G.M. in Edinburgh.
- (e) A letter of thanks was received from Bristol Branch for the grant received towards their examination course. Berks, Hants, Surrey Border Branch had also sent their appreciation of the grant which they had received for the same purpose.

F86/51 NEXT MEETING

To be decided at the Executive Council in November.

In closing the meeting Mr Taylor thanked all the members of the Committee for their attendance and advice given at the meetings.

The meeting closed at 4 p.m.

A deposit of £2,000 had been received from Miss Jean J. Reid of Homaco. It was decided that this should go into the Jean Milligan Memorial Fund. It was also decided to transfer £12,000 to Glasgow (£10,000 from the deposit account and the £2,000 now received) on behalf of the Memorial Fund.

Finance was allocated for repair of window and replacement of sills (2x4), outside paintwork (2x20) and interior paintwork in the hall.

A fee was decided for the pianist who had recorded the 'Music for Teaching' (See Paper April).

It was decided that, in future, all fees would be negotiated with maintainers beforehand. One pianist, who had received a recording and had not yet been remunerated would be asked to state the fee required.

Further staff items were discussed. (See Paper April)

(a) Mr Taylor reported that the headstone at Dr. Milligan's family grave had been satisfactorily inscribed and cleaned at a total cost of £170.

(b) Publicity in view of the General Purposes Committee's decision to produce a new type of poster. It was decided in principle to give finance for this purpose subject to approval by the General Purposes Committee of the design and cost being ascertained.

(c) The Society had twice been asked to send a team from Scotland to the Anzac Festival and had been unable to do so because of cost. It was decided to ask Glasgow and Edinburgh to combine to form a team and if they could do so £1,000 (not to be considered a precedent) would be allotted for this purpose.