

ROYAL SCOTTISH COUNTRY DANCE SOCIETY

**MINUTES AND PAPERS
OF THE MANAGEMENT BOARD**

2006



MANAGEMENT BOARD MEETING

Saturday, 4 February 2006
RSCDS Headquarters, 12 Coates Crescent, Edinburgh at 10.30am

AGENDA

Enclosures/Papers

1 **Apologies**

2 **Notes of meeting of 26 November 2005**

Previously circulated

3 **Matters arising from notes not listed elsewhere**

- 3.1 Board members & Branches
- 3.2 Website information in magazine
- 3.3 Suggestions for The Floor is Yours topics
- 3.4 Letter to Branches and Groups on noise levels
- 3.5 June Dick's retirement gift

List (to follow) & guidelines

4 **Management Board Working Groups**

- 4.1 Conference Weekend/AGM 2006
- 4.2 Scotland within the RSCDS
 - 4.2.1 Scottish issues
 - 4.2.2 Issues outwith Scotland
 - 4.2.3 Partnerships & outlook/outreach
- 4.3 Members' Database
- 4.4 Membership Recruitment
- 4.5 Performance Management
- 4.6 Website
- 4.7 HQ Staff
- 4.8 Management Review
- 4.9 Constitution Review
- 4.10 Strategic Plan 2006 – 2009
- 4.11 Magazine Editorial Board

→ ask Lane for short report.

Draft Terms of Reference

*Working Group Report, 18 January 2006
Report on staff*

*Report and Draft Revised Constitution
Draft Plan
Report (to follow)*

~~4.12 Technique Sub~~

5 **Youth Director post**

6 **Management Committees**

- 6.1 Schedule of meetings 2006-07
- 6.2 General Purposes & Finance Committee
- 6.3 Membership Services Committee
- 6.4 Education & Training Committee
 - 6.4.1 Remit on Technique Sub-Committee

Draft schedule (to follow)

(Note of mtg 28 January 2006 – to follow)

(Note of mtg 21 January 2006 – to follow)

(Note of meeting of 3 December 2005)

Remit

7 **Branches**

- 7.1 Greetings messages
- 7.2 Branch Awards
- 7.3 Branch application: Carolinas Branch

Update to 8 January 2006

Update (to follow)

Application

8 **Affiliated Groups**

- 8.1 Lochgoilhead Scottish Country Dance Club
- 8.2 *Buenos Aires*
- 8.3 *Chiswick*

- 9 **Any Other Competent Business**
9.1 Scottish Executive – Diaspora e-magazine
9.2 Insurance + TA.

- 10 **Date of Next Meeting**
1st April 2006

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



**Notes of meeting of the Management Board
held on 4 February 2006 at 10.30am
at 12 Coates Crescent, Edinburgh.**

Present: Stewart Adam (Chairman and Convenor of meeting)
Lawrence Boyd (Convenor, GP & Finance Committee)
Jim Healy (Convenor, Membership Services Committee)
David Normand-Harris (Convenor, Education & Training Committee)
Roy Bain, Ruth Beattie, Peter Clark, Allana Creighton, Helen Frame, Christina France,
Marjorie Hume, Susi Mayr, Anne McArthur, Lorna Ogilvie, Keith Oughton, Jeff
Robertson, Andrew Smith.

In attendance: Elspeth Gray (Secretary).

Apologies: Irene Bennett, Malcolm Brown, Jerome Reinstein, Roz Scott-Huxley, Irene Whyte.

Decision/Action	Member/s Responsible	Date to be completed
1 Notes of meeting of 26 November 2005 Note 9.10 – Delete: “Agreed to include in rules for nomination a statement that candidates for Convenor must be serving on the relevant committee..... may stand.” and replace with: “Agreed WG to look into the suggestion that candidates for Convenor must be serving on the relevant committee.” With this amendment, the notes were accepted as an accurate record.	E Gray	17/02/06
2 Board Members and Branches		
(a) The final list had been circulated, together with guidelines for Board members.		
(b) Agreed to amend draft guidelines for branches: (i) to state that all Board members are volunteers and (ii) to correct grammar of last bullet point.	E Gray	17/02/06
(c) Agreed that congratulatory messages to branches should generally be sent by email, but exceptionally hard copy could be sent on a personal basis (ie no need to go through HQ or use headed paper).	All to note	
(d) The role of the Board member is to act as liaison; if questions arise from branches to which they do not know the answer, they should find out the answer from the appropriate person and pass it back.	All to note	
(e) Agreed to revisit the unanswered issues raised by branches in earlier communications and pass on to the appropriate Board member.	A Smith	31/03/06
(f) Agreed Board members to receive branch email addresses.	E Gray	17/02/06
(g) Agreed that in future, MB members to be sent copies of the covering letters for mailings to branches.	E Gray	ongoing
3 Management Board Working Groups		
3.1 Conference Weekend/AGM 2006		
(a) Lorna Ogilvie reported that Aberdeen had clearly not understood the procedure. Lynn Wood was now the Branch rep on the WG, and arrangements were well under way.		
(b) Management of the Beach leisure centre were planning to have the sports hall floor re-laid, and would not know till April if they had funding, then go out to tender, etc. One or two possible		

	alternatives were being investigated locally. Agreed that a guarantee in writing was needed. If the AGM went ahead and there was a new floor, members would need to be informed in advance that they would not be able to wear hard shoes. Agreed a final decision required by mid-March.	AGM WG	17/03/06
	Agreed to check if Bell's Sports Centre was available, as a fall-back.	J Healy	17/02/06
(c)	Agreed WG to compile guidelines for programme compilers; there was no objection to the inclusion of a limited number of well-known non-RSCDS dances with a local connection.	AGM WG	28/02/06
(d)	Agreed that the new Management Board and Committees would meet on the Sunday from 10.00-10.30am.	All to note	
(e)	Youth and IB groups also meeting on Sunday. There had been a suggestion for Stewart Adam/Angela Young to run a workshop on choreography for demonstrations. The cost for a practical event on Sunday morning was high, and difficult to absorb. Agreed to continue to charge for practical Sunday workshop. Any other ideas for Sunday morning to be passed to Lorna.	AGM WG All to note	31/03/06 asap
(f)	For Health & Safety purposes, tickets will have a number printed on corners (Dale Gray to keep a reference list as they are issued), and corners will be cut off tickets as members enter the building, so that it is known who is present.		
(g)	Agreed class guidelines to be produced.	AGM WG	28/02/06
(h)	Agreed complimentary tickets to be provided to Chairman, Chairman Elect & staff, and everyone else to pay.	AGM WG	31/08/06
(i)	It was proposed to change the Saturday morning setup, to have a 'Members' Forum', open to all members, from 10.00-12.15. The first section would have MB input; then a brief introduction from the 'host' branch, followed by breaking up into discussion groups, then coming together from 11.30-12.15. Consideration to be given to finding a way of mixing the groups up, perhaps by putting numbers under seats. The WG suggested no topics be given in advance for the discussion section, but group leaders could be given a list of possible topics. Agreed in principle, WG to discuss details further.	AGM WG	31/03/06
(j)	Final costings had not yet been done because of potential difficulties outlined above. Agreed to include tea and coffee in cost. Agreed that if ticket prices came in similar to previous year, there was no need to consider recharging the cost of the hall for the AGM itself to HQ. If not, this could be reconsidered.	AGM WG AGM WG	31/03/06 31/03/06

3.2 **Scotland within the RSCDS – Scottish issues**

(a)	Arrangements for the conference on 11 February were in place. It was divided into themed sections, with discussion groups and plenary sessions. There would be around 100 attendees. Audit questionnaires were being given to branches, including an indication as to the relevance of the conference.		
(b)	Two members representing Dumfries at the conference were Sue Petyt and Ian Hale, both of whom contribute regularly to Dance On, often with a negative view of RSCDS. There was discussion as to whether any action should be taken regarding potential input from them to Dance On. Agreed to put brief report in Dance On – Stewart to check with Karin re deadline – and say that a fuller report would be on the website and would be sent to branches in due course.	S Adam	10/02/06

3.3	Issues outwith Scotland	Susi reported that Jerry felt he was convening several groups and would prefer not to convene this one; the group would discuss further. The original Australian member has stood down and needs to be replaced. With regard to notes of last meeting, it was confirmed that those involved had indeed been talking to/with their branches.		
3.4	Partnerships/Outreach	Draft terms of reference had been circulated. Marjorie outlined the fundamental concept of “partner” as being other organisations beyond SCD, like local authorities, local health authority, and so on. Agreed to approve terms of reference as circulated.		
3.5	Members’ Database	Elspeth confirmed that the redesigned database would be previewed on 15 February, and would then be implemented over the weekend of 25/26 February. Member lists had been circulated to all branches for checking in December, and work on amending the database as a result of responses was ongoing, although by no means all branches had responded. Distribution of the second edition of the magazine would be better than last time but would still not be perfect.		
3.6	Membership Recruitment	There had been no meeting. It was confirmed that finalising the revised corporate image, and photo session, were awaited in order to finalise the flier.		
3.7	Performance Management	This group met immediately before the Board meeting. They proposed to develop a plan of how things would be achieved, and a paper system for recording it, using simple formats that would be easily understood.		
3.8	Website	<ul style="list-style-type: none"> (a) The Report of the last WG meeting was circulated. Fiona Grant was to produce report on quotes received for discussion by WG members at Winter School, when a decision would be made. (b) Noted that a new name was needed for DanceDetails. (c) Noted that website editor, web master and web administrator roles were to be defined: webmaster was Ian Brockbank; an editor was not yet in place; Ian & Elspeth were effectively jointly administering at moment but should be someone else. (d) A letter had been received from London Branch expressing concern that MB Reports were not being posted on website as quickly as expected. (e) Noted that it would be good to update many of the photos on the website. Jim Healy hoped that there would be new pictures available soon from various sources. (f) Susi volunteered to review areas of the website other than committee-related areas. 	E Gray	Ongoing
3.9	HQ Staff	<ul style="list-style-type: none"> (a) Convenors to provide programme/calendar of work to help staff identify when certain things needed to be done. (b) It was proposed that the office be open specified hours, say 10-4, and also that one morning per week, the office be closed for staff meetings and training. Branches could be informed and the information put on the website, as well as displayed on the door. (c) Stewart would be instituting regular meetings with the Chairman Elect and Convenors. Any suggestions/comments to Stewart. (d) Agreed to get an answering machine that could give different messages, to cover situations such as outlined in (b) above. (e) Peter Clark expressed concern about appointments generally; he 	Convenors	31/03/06
			E Gray	28/02/06

	did not feel that the Board were sufficiently informed about, for example, revised job descriptions, and he felt the procedures were not clear. He believed the Board should have seen details of qualifications/experience and an analysis of results of interviews. Information to be provided.	E Gray	31/03/06
3.10	Management Review Agreed the work of the group had been completed, WG disbanded.	All to note	
3.11	Constitution Agreed to defer this item to end of the agenda.		
3.12	Strategic Plan 2006 - 09 The WG had aimed to make the Strategic Plan simpler, because there was be an action plan below the level of the Strategic Plan, namely the remits of working groups. It was felt that it was not necessary to outline the aims exactly as they appeared in the constitution, if that was not part of the current strategic priorities. Agreed content of the plan as presented; WG to continue on those lines.	SP WG	31/03/06
3.13	Magazine Editorial Board		
	(a) Agreed , since Magazine Editor role was similar to Director roles and should be part of Management Board or a Committee, to co-opt Jimmie Hill to the Board for the remainder of this year.	S Adam	28/02/06
	(b) Agreed – Editorial Board’s outlined policy on obituaries.	Mag Ed	28/02/06
	(d) Agreed – Editorial Board’s proposal to tell branches and members that if they sent material to both Scottish Country Dancer and Dance On, it would not be published in SCD.	Mag Ed	28/02/06
	(e) Agreed – Editorial Board’s proposal regarding advertising; Jimmie to be asked if he had recommendations for agencies to approach.	Mag Ed	28/02/06
	(f) <i>Post-meeting note: Jimmie’s proposal regarding a charge to members for postage to be passed to GP&F for comment.</i>		
3.14	Adjudication Panel on Examinations Agreed composition of Panel to be decided when required; to comprise E&T Convenor as chairman of the panel, 2 from MB to be decided each year at first meeting of MB following AGM, and 2 from E&T to be selected by E&T Convenor as appropriate to the nature of the complaint to be investigated. Agreed group to have title of “Adjudication Panel on Examinations”.	All to note E Gray	 28/02/06
4	Management Board and Management Committee papers Agreed to adopt the draft protocol circulated for production and distribution of Board and Committee papers. Agreed not to put Committee notes on website; the MB Report should include any items of interest from Committee notes.	E Gray & HQ staff E Gray	ongoing ongoing
5	Youth Director Post The post of Youth Director will fall vacant at AGM November 2006. Agreed E&T to review the Youth Director role in March. Agreed to invite applications via the February mailing to branches, and website, using the current remit which is “under review”.	D N-Harris E Gray	11/03/06 17/02/06
6	Schedule of meetings 2006-07 Agreed following amendments. To be re-circulated.	E Gray	17/02/06
7	General Purposes & Finance Committee (28 January 2006) Lawrence Boyd reported that: (a) He was trying to get the Committee to move from being reactive to being proactive, and to engage members of the Committee in work to be done. (b) There was a distinct lack of procedures and processes, which was being tackled straight away.		

	(c) MB to note Harry Hall was proposed as GP&F representative on Database and Website WGs.	WG leaders	
	(d) A procedure for conference calls was being established which would reduce costs considerably.	S Coyle	28/02/06
	(e) A position statement on membership subscriptions had been discussed – this outlined specific lead times for increases, and procedures would be put into place now.		
	(f) Some strategic objectives had been fed to the Strategic Plan Working Group, although they had not been discussed at GP&F – they represented ‘directions of travel’.		
	(g) Elspeth had omitted to circulate accounts before the MB meeting, so it was difficult to have meaningful discussion. Any questions on figures to be emailed to Lawrence.		All to note
	(h) Lawrence believed that Shona had sound ideas about procedures and controls, and that there was a possibility of re-allocating tasks between her and the accountants.		
8	Membership Services Committee (21 January 2006)		
	Jim Healy reported that:		
	(a) The Committee continues to focus on clearing backlog of projects. There is now a schedule for CD recordings through to completion. 3 per year is demanding.		
	(b) Warm-up booklet – Grace Hill was running this project and using expertise from sports and medical authorities. The project would not be rushed, it was important to get right.		
	(c) Core repertoire – there has been little response so far. Jim is concerned that it will turn into a list of favourite dances.		
	(d) The Committee had danced through ten remaining submissions, and none was of sufficient interest for publication. It was suggested that we consider publishing three popular dances, subject to copyright considerations.		
	(e) The Committee revisited the issue of publishing music as well as dance instructions; it was agreed that music in ‘Originally Ours’ format would be included with the insert to magazine. Full piano arrangements would also be made available.		
	(f) David Normand-Harris had suggested to the Committee that it would be appropriate for the Society to have its own tartan. He had produced samples, and two were presented to the Board for consideration.		
	Agreed to get a bolt of design no. 5 and take forward. David to be involved in negotiations.		
9	Education & Training Committee (3 December 2005)		
	David Normand-Harris reported that:		
	(a) With regard to pianos, GP&F had now suggested to E&T to give the University a contribution of £1,250 towards a baby grand and use £1,250 to purchase a weighted keyboard.		
	(b) With regard to Winter School, there was support for the suggestion that those on the waiting list one year be given first choice the following year. Sharing of rooms was a major factor in not holding a ballot for places.		
10	Technique Sub-Committee		
	There was considerable discussion regarding the composition, remit, nature and purpose of the Sub-Committee. It was recognised that both easy and complex queries could be received, and that each one should be directed to the most appropriate member/s of the sub-committee, although all would see the answers to ensure consistency of response. It was also recognised that the sub-committee would not necessarily know all the answers and may have to seek advice from others.		

	<p>Agreed to retain only the first point of the draft terms of reference.</p> <p>Agreed to amend the composition to include three members from E&T rather than two. All names already identified stand.</p> <p>Agreed that tenure is for 1 year, renewed each year at the first meeting following the AGM.</p> <p>Agreed that this was a sub-committee of the Management Board.</p>		
11	<p>Branches</p> <p>(a) Agreed to inform Branches that Branch awards can be given to non-Branch members.</p> <p>(b) Agreed to approve the Branch application from Carolinas Branch, but to check they understand that all Branch members have to be RSCDS members.</p>	E Gray	17/02/06
		E Gray	28/02/06
12	<p>Affiliated Groups</p> <p>Three applications for affiliation were approved:</p> <p>(a) Lochgoilhead Scottish Country Dance Club))</p> <p>(b) Buenos Aires Scottish Country Dancers) E Gray) 28/02/06</p> <p>(c) Chiswick Scottish Country Dance Club))</p>		
13	<p>Any Other Competent Business</p> <p>(a) Global Friends of Scotland, within the Scottish Executive, were producing a “diaspora e-magazine”; MS had already discussed, and agreed a link from our website would be appropriate.</p> <p>(b) Agreed to treat the event on 25 March to discuss the formation of a Teachers’ Association in Scotland as a Society event, to cover Public Liability Insurance for the day.</p> <p>(c) In connection with the funding of a programme of hip-hop dance in schools, Irene Bennett had drafted a letter to Peter Peacock, Scottish Minister for Education, which was read out. Any comments to Irene.</p> <p>(d) Noted that in their healthy living promotion, Tesco mentioned SCD.</p> <p>(e) Agreed to send card and letter to HM The Queen on her 80th birthday (10th June).</p>	All to note	asap
14	<p>Constitution</p> <p>(a) The Board discussed each point in the report in turn. The contents of sections A and B were agreed at the previous meeting.</p> <p><u>Section C</u></p> <p>(b) Point 8 – this was also previously agreed: 9 elected members + 3 convenors + Chairman + Chairman Elect.</p> <p>(c) Point 9 – agreed minimum of four Board and Committee meetings.</p> <p>(d) Point 10 – agreed put Honoraries under Honorary Membership.</p> <p>(e) Point 11 – agreed to adopt same procedure for Convenors as for Chairman, elected for two years as Convenor Elect then serve two years as Convenor. Agreed to include this in Constitution rather than rules.</p> <p><u>Section D</u></p> <p>(f) Point 12 – agreed to reduce the number of elected members on E&T to seven, and that the Board should appoint a maximum of two examiners (by application) for 3 years. Appointed examiners to be permitted to stand as Convenor Elect.</p> <p>(g) Agreed that although not stated in current Constitution, co-opted members should have the same voting rights as elected members, and that Directors, including the Archivist, also have voting rights. Agreed to include a statement to make the quorum relative to elected members only, and that elected members should form the majority of the committee.</p> <p>(h) Noted that there is a discrepancy regarding Directors and Archivists, in that they are appointed by the Board but it is not clear</p>	All action points for Const WG unless otherwise stated	

to whom they are responsible.

Section E

- (i) Point 13 – **Agreed** to retain the term ‘Branch’, and to include a rider at the beginning to the effect that ‘Branch’ implies ‘Local Association’.
- (j) Point 14 – **Agreed** to retain the word ‘shall’ throughout.
- (k) Point 15 – It was previously agreed that GP&F Convenor was to be known as “Convenor and Treasurer”. The model constitution states that office bearers should be Chair, Treasurer and Secretary, but these three have to be trustees, cannot be employees. **Agreed** to seek legal advice on this point.
- (l) Point 16 – **Agreed** to retain the flexibility of ‘time-limited appointments’.
- (m) Point 17 – **Agreed** that in the event of a Chairman’s resignation or death, the Chairman Elect would take over for the remainder of that year then continue as Chairman for two years.
- (n) Point 18 – **Agreed** that all those elected have to stand down for one year at the conclusion of their term of office, whatever length that might be.
- (o) Point 19 – **Agreed** to include the proposed statement in Rules.
- (p) Point 20 – **Agreed** that statements regarding appointed posts should be in Rules rather than in the Constitution.
- (q) Point 21 – **Agreed** that the clause on voting on elections at AGMs be redrafted for clarification of the voting procedure.
- (r) Point 22 – already covered in (g) above.
- (s) Point 23 – **Agreed** that postal votes should be for elections only, and not for motions.

- (t) **Agreed** to complete revisions to Constitution and Rules as discussed. Const WG 17/02/06
- (u) **Agreed** to send proposed revised Constitution and Rules out to Branches for comment at the beginning of March; put on website one week later. Responses to be requested for the June Board meeting. E Gray 03/03/06
- (v) The WG were thanked for carrying out this substantial piece of work. Andrew was grateful to Peter and Keith for taking on the load when he was unavailable.

15 **Date of next meeting**
1 April 2006.
Meeting closed at 4.35pm.



MANAGEMENT BOARD MEETING

Saturday, 1 April 2006
RSCDS Headquarters, 12 Coates Crescent, Edinburgh at 10.30am

AGENDA

Enclosures/Papers

- 1 Apologies (5)
- 2 Notes of meeting of 4 February 2006 *Previously circulated*
- 3 Matters arising from notes not listed elsewhere
 - 3.1 Notes 4 Feb 06, 2(e) – unanswered issues
 - 3.2 Notes 4 Feb 06, 5 – Youth Director *Revised Job Description*
- 4 Constitution Review
- 5 Management Board Working Groups
 - 5.1 Conference Weekend/AGM 2006
 - 5.2 Scotland within the RSCDS
 - 5.2.1 Scottish issues *Conference Report*
 - 5.2.2 Issues outwith Scotland
 - 5.2.3 Partnerships & outlook/outreach
 - 5.3 Members' Database
 - 5.4 Membership Recruitment
 - 5.5 Performance Management
 - 5.6 Website
 - 5.7 HQ Staff
 - 5.8 Constitution Review (item 4 on agenda)
 - 5.9 Strategic Plan 2006 – 2009
 - 5.10 Magazine Editorial Board (Jimmie Hill to attend at 11.00am)
 - 5.11 Technique Sub-Committee
- 6 Management Committees
 - 6.1 Education & Training Committee *(Note of meeting of 11 March 2006)*
(Report on consideration of Banffshire motion)
 - 6.1.1 Approval of New Assessors
 - 6.2 General Purposes & Finance Committee *(No meeting – Convenor's Report to follow)*
 - 6.2.1 Year End Accounts & Trustees Report * MINUTE RE SIGNA, + SIGNATURES
 - 6.3 Membership Services Committee *(Note of meeting of 4 March 2006)*
- 7 Branches
 - 7.1 Branch Awards *Update to follow*
- 8 Affiliated Groups *No applications for affiliation to date*
- 9 Any Other Competent Business
- 10 Date of Next Meeting
10th June 2006

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



**Notes of meeting of the Management Board
held on 1 April 2006 at 10.30am
at 12 Coates Crescent, Edinburgh.**

Present: Stewart Adam (Chairman and Convenor of meeting)
Irene Bennett (Chairman Elect)
Jim Healy, (Convenor, Membership Services Committee)
David Normand-Harris (Convenor, Education & Training Committee)
Roy Bain, Ruth Beattie, Allana Creighton, Helen Frame, Christina France, Marjorie Hume,
Susi Mayr, Anne McArthur, Keith Oughton, Jerome Reinstein, Roz Scott-Huxley, Andrew
Smith, Irene Whyte.

In attendance: Elspeth Gray (Secretary); Jimmie Hill (for item 4 only).

Apologies: Lawrence Boyd, Malcolm Brown, Peter Clark, Lorna Ogilvie, Jeff Robertson.

	Decision/Action	Member/s Responsible	Date to be completed
1	Notes of meeting of 4 February 2006 1) Note 3.9 – information still to be provided. 2) Note 9(b) – Winter School application forms will be sent out on 2 nd June (SAEs can be sent in advance) and will be on the website 5 th June. Returned forms will be dealt with on first come, first served basis, and will be processed in September. 3) Note 7(d) – agreement for conference calls was in place, protocol not yet done. 4) Note 13(e) – noted that 10 th June was incorrect, 17 th June was The Queen’s official birthday, actual birthday 21 st April. 5) 14, D(g) – amend to read that appointed members, eg Archivist, have voting rights, but not ordinary co-opted members. With above amendments, the Notes were agreed as an accurate record.	E Gray E Gray E Gray E Gray	30/04/06 18/04/06 18/04/06
2	Matters arising not listed elsewhere 1) 4 Feb 06, 2(e) – Andrew not yet had time to do this, but will do so. 2) 4 Feb 06, 5 – The job description for Youth Director had been revised, as requested, and was circulated for information.	A Smith	30/04/06
3	Constitution 1) At June meeting, the afternoon would be devoted to discussion of the Constitution. 2) Agreed that the revised constitution should be presented to the AGM as an entity, rather than each change being listed as separate points to be voted on. Branches can submit counter-motions to vary specific clauses, if they wish. 3) Voting rights and trusteeship of members appointed/co-opted to MB: agreed that the issue of trusteeship meant that the Board and Committees should be dealt with separately. Agreed to amend so that appointees to Committees had voting rights, but that appointees to the Board did not, and would not be considered trustees.	All to consider Const WG	10/06/06 26/05/06
4	Magazine 1) Jimmie Hill joined the meeting at 11.00am, and was asked for his view regarding his co-option to the Board. Jimmie did not think it was appropriate. He believed it was the Board’s responsibility to communicate with the magazine’s editorial board. It had been agreed to send the editor notes of meetings, although these did not reflect all		

the discussions. **Agreed** that the Chairman Elect would be responsible for communicating with the editorial board, as she was present at all meetings. Jimmie stressed that the magazine was the only means of direct communication the Board had with each member.

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| 2) Agreed each committee, sub-committee and working group to have a standing item on the agenda at the end of every meeting, to identify issues of potential interest to the editor. | Convenors & leaders | Ongoing |
| 3) Agreed either minutes, if not contentious or sensitive, or summary of points, to go to editor from Convenors (Chairman in case of MB). | Chairman & Convenors | Ongoing |
| 4) Agreed that the Board would look at any points raised in magazine. | All to note | |
| 5) Agreed to rescind the decision of the previous meeting to co-opt the editor to the MB. | | |
| 6) Jimmie believed that an invitation to the editorial board should always be issued with regard to major events such as Winter School and Spring Fling. | | |
| 7) Feedback from the editor to the Board would be covered through dialogue with the Chairman/Chairman Elect. | | |
| 8) Advertising – the magazine had achieved much less than even Dance On. Also, the distribution list should be at the distributor at least a week before publication. The weight of the magazine needed to be considered; if continue with current weight, we could have more pages to use up to the weight paid for, or include paid enclosures. Alternatively, we could get down to lower weight by using lesser quality of paper. (<i>see also Note 9, point 5</i>) | | |

Jimmie left the meeting at 11.35am.

5 **Constitution**

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| 1) The Board returned to the discussion of voting rights. Outcome of the discussion was further clarified: agreed that a person co-opted to a vacant post should have voting rights on their committee. Anyone co-opted to a vacancy on the Board would become a trustee, which should be made clear, also with voting rights. | Const WG | 26/05/06 |
| 2) Agreed by 7 votes to 5 to include named Directors in the Constitution, rather than the Rules, with the option of additional appointments. There was a suggestion to use the term “director” for those with voting rights, and a different term for others. The term “executive” was not universally liked. | Const WG | 26/05/06 |
| 3) It had previously been agreed that, having completed a term of office, an individual could still be given an ‘appointment’, but must stand down for a year before standing again for election. There was discussion on this point, but it was agreed to leave for now, as there would be further comments to consider. | Const WG | 26/05/06 |
| 4) Variant rules regarding Directors – the term of office for Music Director should be reworded for clarification (annual extension for up to a maximum additional 3 years). | Const WG | 26/05/06 |

6 **Management Board Working Groups**

6.1 **AGM**

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| 1) Following an approach from a member of the Aberdeen committee, Irene had agreed to bring the decision about not recapping on Friday night back to the Board. Following discussion, 10 members voted for some form of recapping. There was then a vote on whether this should apply to all dances or some, and the majority voted for partial recapping. It was therefore agreed that some dances would be recapped on Friday, they would be marked with an asterisk on the programme, and it would be made clear to the MCs that these would be recapped, not walked through. Agreed that the AGM Sub-Committee would decide which dances, and who would do them. | AGM Sub | 30/04/06 |
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2) Meeting of Board and Committee members on Sunday morning – options were discussed and the preference of the Board was 9.30-10.30am. The meeting should be more structured, and coffee provided. It should be included in programme.	AGM Sub	13/04/06
3) Members' Forum – it would be important to know how many might attend, in order to organise seating. Members could be asked to "book" when the AGM papers went out.	AGM Sub	11/08/06
4) AGM 2008 – Peter and Christina had visited 2 possible venues in Ayrshire, as arranged by Helen. Numbers would be 570 maximum in either. Agreed that neither was feasible. If returning to Perth, Jim suggested considering holding the AGM meeting itself elsewhere, eg the new concert hall. Agreed to inform Ayr Branch of this decision, and book Perth.	E Gray	30/04/06
6.2 Scottish issues		
The Working Group were congratulated for all their efforts. The Board discussed the priorities for action in the Report, Appendix 3:		
1) <i>Marketing Officer</i> : Agreed to put a remit to MS to provide job spec for next but one meeting. It was reconfirmed that any marketing function would not be limited to Scotland.	E Gray	21/04/06
2) <i>Formulation of schools' strategy and appointment of a schools' liaison officer</i> : Agreed to leave these until such time as a Marketing Officer is appointed, to get their view.		
3) <i>Dance Scottish week in September</i> : Agreed that there was insufficient time to do this successfully for 2006, but that planning should start now, by talking to branches about what they would like to do, with a view to implementing in 2007.		
4) <i>Promotion of CPD training for schoolteachers</i> : E&T were already considering this. The content of the Teaching Certificate Part 1 was far beyond what teachers wanted, and cost was also a consideration. It was suggested that the Working Group should look at what was happening in certain areas, to see if there was practice that be communicated round other branches.		
5) <i>Targeting of specific groups</i> : One suggestion had been a summer camp for young people, something cheaper in cheaper venue.		
6) <i>Remit for Working Group</i> The group believed the way forward was to select recommendations from the report to work on – they could not do everything. Generally, delegates had enjoyed the conference and felt it worthwhile; evaluations indicated many thought the event should be repeated, perhaps every 2 years. Financially, the event was well within budget. Once the WG had met and discussed the Board's comments, a further report with actions and timescales would be forthcoming. Agreed to send the report to all branches as it stood, with a covering/explanatory letter.	E Gray	13/04/06
7) Confirmed that Dance On had been sent a brief report.		
6.3 Issues outwith Scotland		
Leadership was passing as of this meeting from Jerry to Susi, and when Susi stepped down in November Jeff would take over. The proposed remit for the WG had been circulated. It was suggested that each Board member should forward the email to branches outwith Scotland, and that any responses should be forwarded to Susi.		
6.4 Partnerships/Outreach		
Nothing to report.		
6.5 Members Database		
The project to stabilise the database had been achieved; MacLellan had to finish off the last items on the spec but the database was functioning well. There had been a second major update from branches, which had		

	gone through. Distribution of the second issue of the magazine had been much better, although there were still some issues and still some branches not on the system. The focus now was phase 3, which was to build the ability for branch secretaries to maintain their data directly, which would be the catalyst for large-scale improvement. The timescale for this was not known yet, as it had not yet been discussed with MacLellan. It was believed that the register of teachers, as held on the database, was incomplete.		
6.6	Membership Recruitment Jim would report on revised corporate image later. Another photo shoot was about to happen, and nothing further would be done until these were resolved.		
6.7	Performance Management Nothing to report.		
6.8	Website Ian Brockbank was having a technical meeting that day with the development company, and on 14 May there would be a full discussion meeting. The aim was to have the new site up and running by end Sept.		
6.9	HQ Staff There had been problems with the long term sick leave of both Jill and Susan. Options on use of office space to be firmed up for next meeting.	S Adam/ E Gray	26/05/06
6.10	Management Review Nothing to report.		
6.11	Adjudication Panel on Examinations One case, concerning a Unit 1 examination paper, was being considered.		
6.12	Constitution Dealt with under items 3 and 5 above.		
6.13	Strategic Plan The remit for the WG was to prepare and write a Strategic Plan.		
6.14	Magazine Editorial Board Dealt with under item 4 above.		
6.15	Technique Sub-Committee There was no report, but it was believed that two queries had been received and dealt with.		
7	Education & Training Committee (11 March 2006) 1) The principle of payment to teachers and musicians at schools was discussed on 11 March. However, instructions had been received from GP&F to provide figures for 2007 and incorporate them into E&T budget. David suggested the principle should be re-examined Society-wide, because the implications were enormous. The Board's view was that something had to be paid at all schools, the level of payment to be discussed at E&T and GP&F. 2) Information from Sue regarding a demonstration team was not available, this was postponed to next meeting. 3) New Medal Test assessors: The process for assessors was similar to examiners' probationary period. The first new assessor had now been through the process. Agreed that formal "approval" was not necessary, once an assessor had completed the required process it needed only to be reported for information. 4) Report on discussion of Banffshire motion: The Board recorded Jerry's disappointment at having been misquoted; the report therefore did not address the point he had made. However, it was agreed to take it no further, as it had been turned down at the AGM.	D N-Harris	Ongoing
8	GP & Finance Committee (no meeting) 1) Concern was expressed regarding the possibility of accounts and audit being carried out by the same firm, although it was understood		

	<p>this would not be in contradiction to rules. It was suggested that if the chief concern was the aspect of sole practitioner, a standby could perhaps be set up.</p>		
	<p>2) Lawrence was complimented on the budget, which was easy to follow, although there could be more narrative explanation in the comments column. Agreed to adopt the budget, and review its appropriateness during the year. It was suggested that phasing the budget into quarters would make it easier to compare with quarterly management accounts. Lawrence to be asked to ensure that his committee dates fit in with the budget process.</p>	L Boyd to note	Ongoing
	<p>3) There was discussion regarding where responsibility lay for managing the membership base. Agreed that it was with MS, although there was uncertainty as to whether there was a firm enough base as a starting point; the only truly accurate number was the number of subscriptions received. Now that there was a budgeting system, it was possible for MS to look at membership numbers to try to identify trends etc.</p>	J Healy to note	
	<p>4) Agreed that an increase in subscriptions should not be proposed this year, but it may be advisable to hint that there may be an increase the following year. To be discussed at next meeting.</p>		
	<p>5) There was discussion as to whether an advertising manager for the magazine was needed. Copy of advertising rate card to be sent to all. Agreed to ask Jeff, who deals with advertising for The Reel, for advice. It would be worth considering using an agency, but terms of payment would need to be clarified.</p>	E Gray S Mayr	21/04/06 26/05/06
	<p>6) Terms of reference: Agreed that responsibility for risk management lay with MB, but that they delegated the day to day running to GP&F. Roy was meeting with Elspeth in May to discuss health & safety, leave further discussion till after that.</p>	L Boyd	Ongoing
	<p>7) The Board appreciated having sight of the trustees report checklist, and it was noted that much work was needed.</p>		
	<p>8) Agreed to get updated guidance from our accountants, to give to treasurers of Scottish Branches who were charities, regarding their reports.</p>	L Boyd	31/05/06
	<p>9) Policy for induction & training of trustees: suggested that the first meeting following the AGM could be identified as training. Copies of Charity Commissioners brochures regarding what it means to be a trustee could be distributed to all.</p>		
	<p>10) Noted that application to be made for Shona Coyle to have full access to internet banking accounts.</p>	E Gray	13/04/06
	<p>11) Noted that Richard Turnbull and Jimmie Hill were to be removed from the list of account signatories, and Lawrence Boyd added.</p>	E Gray	13/04/06
9	<p>Membership Services Committee (4 March 2006)</p> <p>1) A lot of work had gone into discussing and revising the logo. Jim displayed the logo that had been agreed by the committee. There would be a meeting with Elspeth in May to finalise letterheads etc. There was some debate as to who was responsible for making the final decision. Agreed to move away from full name to initials. Agreed to bring two sets of examples, upper and lower case, complete with final colours and strapline, to next meeting, when one would be chosen. Another logo on teeshirts was being trialled with young folk at Spring Fling.</p> <p>2) In producing the recent book of dances for Medal Tests, the dance descriptions had to be amended to give cohesion between dances within the book. The Handbook of Standard Terminology had therefore been moved up the priority list. It would be used in all updates from now on; the first books to be tackled were the</p>	J Healy/ C Livsey	10/06/06

	Miscellanies, to be done in one volume.		
	3) There had been a photographer at the Glasgow Festival. A photographer had been arranged for Spring Fling, and a photoshoot with a professional photographer had been set up.		
	4) The Formations Index had turned into a huge project – it lists every formation, in which dance, and vice versa.		
	5) Tartan: Linda Gaul & David Normand-Harris met with House of Edgar and discussed various possibilities with them. House of Edgar were to send designs and a proposed business plan, neither of which had yet been received.		
10	Branches Nothing to report.		
11	Affiliated Groups One application for affiliation was approved : • Rushden & District Caledonian Society		
12	Any Other Competent Business 1) MacNab Dances in diagrams: Angus Henry had now made this available himself. 2) Royal Garden Party on 5 July: David and Ruth expressed interest, and two members of staff were also interested. 3) Potential Teachers' Association in Scotland meeting on 25 March: there had been a lot of interest and it was a successful day. 4) June Dick had written to express thanks for her retirement gift. 5) Willie Macpherson book and CD: Agreed to thank him for his interest, but we would not stock. Advertising in the magazine could be offered. 6) The issue of whether Society is a Scottish organisation with an international membership, or an international organisation, needed to be discussed and answered at some point.	E Gray	30/04/06
13	Date of next meeting 10 June 2006.		



MANAGEMENT BOARD MEETING

Saturday, 10 June 2006

RSCDS Headquarters, 12 Coates Crescent, Edinburgh at 10.30am

AGENDA

Morning

Enclosures/Papers

- 1 Apologies
 - 2 Notes of meeting of 1 April 2006 *Previously circulated*
 - 3 Matters arising from notes not listed elsewhere
 - 4 Management Board Working Groups
 - 4.1 Scottish issues *Summary and Action Plan*
 - 4.2 Issues outwith Scotland *Report of Conference Call*
 - 4.3 HQ staff *Reviews report – to follow*
 - 4.4 Strategic Plan 2006-09 *Draft Action/implementation Plan*
- If any other Working Groups wish to raise an issue for discussion, please advise the Secretary.*
- 5 Management Committees
 - 5.1 Membership Services Committee *Note of meeting of 27 May 2006 – to follow*
 - 5.2 Education & Training Committee *Note of meeting of 13 May 2006*
 - 5.3 General Purposes & Finance Committee *Note of meeting of 20 May 2006 – to follow*
 - 5.3.1 Annual Report & Accounts to 31 March 06 *Draft to follow*
 - 6 Youth Director
 - 7 Branches
 - 7.1 Branch Awards *Update to follow*
 - 7.2 Manchester Branch
 - 8 Affiliated Groups
 - 8.1 Linlithgow Scottish Country Dance Club, West Lothian
 - 8.2 Loyne Scottish Dance Group, Lancaster
 - 8.3 Morningside Scottish Country Dance Club, Edinburgh
 - 9 Responsibilities
 - 10 Any Other Competent Business
 - 10.1 Confidentiality
 - 11 Issues for Members' Magazine
 - 12 Date of Next Meeting
2 September 2006

Afternoon

- 13 Constitution Review *Material to follow*

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



**Notes of meeting of the Management Board
held on 10 June 2006 at 10.30am
at 12 Coates Crescent, Edinburgh.**

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

In attendance: Elspeth Gray (Secretary)

Apologies: Jeff Robertson.

Decision/Action	Member/s Responsible	Date to be completed
<p>1 Correspondence There was discussion regarding the communications that had followed Irene's meeting with staff, after the GP&F meeting in May. This had raised many issues, which were discussed at a Convenors' meeting the previous evening, and would be taken forward. The Convenors, Chairman and Chairman Elect would, over the next few weeks, clarify what they needed and expected from staff. The same group would have further meetings and/or discussions and bring proposals to the next Board meeting. In the interim, it was agreed that all Convenors should arrange access with Headquarters for jobs that needed to be done. Any queries Lawrence sends to Headquarters will be copied to Stewart, who will monitor the situation.</p> <p>The Board gave a vote of confidence to Lawrence.</p>	Convenors	
<p>2 Notes of meeting of 1 April 2006 1) Item 4.8, note in brackets, should be Note 8, point 5. With this amendment, the Notes were accepted as an accurate record.</p>		
<p>3 Matters arising not listed elsewhere 1) 1 Apr 06, Note 1, (2) – The Winter School form had been placed on the website, although not in the News section. 2) 1 Apr 06, Note 2, (1) – Andrew had completed this task. 3) 1 Apr 06, Note 6.1, (3) – The Note did not say at what point booking for the Members' Forum would take place. It would now have to be at the time tickets were sent out. 4) 1 Apr 06, Note 4 – Roz suggested that the magazine should have an independent proof-reader, as there were several typos. To be discussed with Editorial Board 5) 1 Apr 06, Note 4 – Peter suggested that in order to comply with the Constitution, the Editorial Board should have representation of a member of the Board or Committee. 6) 1 Apr 06, Note 8, (1) – Lawrence addressed the concern that had been expressed regarding about accounts and auditor lying with the same firm. He assured the Board it was normal practice for an organisation of this size. Alexander Sloan would have the audit</p>	AGM Sub SA	

	done by separate partner; their indicative fee would be less than currently. He was concerned by the risk of using Humphrey Holmes, as he was a sole practitioner. He asked the decision of the last meeting to be reconsidered. Agreed to put amended proposal to the AGM to use Alexander Sloan for the audit.	E Gray
	7) 1 Apr 06, Note 8, (10) – Agreed to rescind this minute, and give authority for Elspeth and Shona to have view only access to internet accounts. Agreed bank accounts to be reviewed, to check whether all were required.	E Gray GP&F
	8) 1 Apr 06, Note 12, (6) – Agreed to deal with this issue at the October Board meeting.	EG for agenda
4	Management Board Working Groups	
4.1	Scottish issues	
	1) The intention regarding a Marketing Officer was to use an outside agency. If they felt it would be a good idea to have a Schools Liaison Officer, that would be taken forward. It was not planned to appoint two people at one time.	Convenor
	2) It was again clarified that a Marketing Officer would be working for all of the Society, not just members in Scotland.	
	3) The second last bullet point referred to both school teachers and Scottish country dance teachers.	
	4) Noted that E&T had formed a working group to deal with CPD in general, and had a sub-committee looking at courses for unqualified teachers and people teaching at universities.	E&T
4.2	Issues outwith Scotland	
	1) There had been feedback regarding the use of “outwith”. Agreed to rename the Working Group “Issues outside Scotland”.	
	2) Agreed WG to consider suggestions and present an action plan for the Board to consider.	WG
4.3	Headquarters staff	
	1) Job descriptions and person specifications would be reviewed/produced as part of the process described in 1 above.	
	2) Two aspects of staff terms and conditions were considered: staff working hours, and time off in lieu. Agreed that future recruits would have a base week of 36 hours. Agreed that future recruits would be paid for weekend days worked. Agreed that both of these options would be negotiated with current staff.	
	3) Agreed GP&F to look at the complete package of terms and conditions for future staff.	GP&F
4.4	Strategic Plan	
	1) Agreed that Board and Committees would discuss the draft further and help to complete it in terms of dates, actions, and lead members, and bring the paper back to the October meeting.	All / inc Management Committees
	2) Payments to musicians was not in the last E&T minutes, as it had been dealt with at the meeting before.	
	3) Item 4, (5) – Health & Safety could not be delegated to HQ staff, this had to be the Board.	
	4) Arising out of the discussion, it was suggested that Board members contact “their” Branches to request copies of their annual reports.	
4.5	Technique Sub-Committee	
	1) The Sub-Committee had answered 4 questions since they started, and two more had arrived this week. Most inter-committee communication had been carried out by email.	
	2) There was a discussion as to where and to what extent the sub-committee’s “service” should be advertised. Agreed to include a piece in the magazine, simply letting members know that the sub-committee existed. Reference could be included under the	M Brown

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- “Technique Doctor” item.
- 3) **Agreed** there should not be a blanket policy on publicising answers, but it would be helpful to have them filed as precedents. Ian Brockbank had set up a (private) page on the website that could be used as an archive.
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4.6 **Website**

- 1) There was already some slippage beyond the dates discussed at the meeting on 14 May. Two sample pages had been provided for comment, and further samples were now being developed.
 - 2) It was suggested that a brief report, rather than minutes of the meetings, would be helpful.
 - 3) The committee member who had responsibility for contact with the company and monitoring progress was Ian Brockbank.
 - 4) David expressed concern that Fiona Grant was chairing this group, but was not on any committee.
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5 **Membership Services Committee (27 May 2006)**

- 1) Jim reported that Mo Rutherford was most unhappy that, having had a very successful musicians meeting at AGM 2005 and said in the report that it should be repeated this year, that suggestion had been over-ridden. The AGM Sub-Committee’s suggestions had been brought to the Board, and the suggestion had not been picked up. It was disappointing that, having made that decision, there was no feedback to the Music Director. To be included next year.
- 2) There was discussion regarding the “pre-release” of dances planned for the autumn magazine for teaching at Summer School. The communication strategy that the committee was working to held as a firm principle that all members should get information at the same time. Jim proposed that in future, to resolve the problem, dances would be published in the spring edition. The view was expressed that teaching the dances to teachers at Summer School was a service to teachers and Branches. Jerry proposed that, this year only, the dances should be taught to the teachers (Fully Certificated) class, and in future publish them in February. Jerry’s proposal was seconded by Roz, and **agreed** by a majority.
- 3) There had been a suggestion to sign up with iTunes and make music available in that way. This was very much at an exploratory stage.
- 4) Jim presented the final recommendation for the revised logo. This was agreed, and it will be taken forward, looking firstly at all documents, then the website, then merchandise. The logo would be given to branches in a fixed graphic format that they can use, with rules for how it must be used, including a black & white version for photocopying. Rhona had double-checked that it met disability standards. The strapline was “dance Scottish”. The recommendation was **agreed**.
- 5) Roz questioned whether the Standard Terminology had been cleared by John Drewry. It was pointed out that as it was a rewrite, not a revision, that was not necessary.
- 6) Jerry expressed the view that two weeks was too long for the production of minutes, but it was pointed out that this was what had been agreed previously.
- 7) The proposed magazine article regarding standardisation of fees for teachers and musicians at day schools would be for guidance only.

AGM WG

MS

J Healy/
C Livsey

6 **Education & Training Committee (13 May 2006)**

- 1) Item 3, (b) – Noted that there were two examiners on the Management Board. The word “experienced” should be inserted to clarify the selection of Helen.
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- 2) Item 10 – David reiterated the points made in the notes. It was for the Branch to arrange examiner accommodation, at the Branch’s expense if that was necessary. They should not stay with tutors or anyone else involved in the preparation of candidates, and candidates in order to avoid any perception of conflict of interest. Letters to Branch organisers made these points clear.
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7 **GP & Finance Committee** (20 May 2006)

- 1) Item 3.1 – It has been discovered that payments have been made for a photocopier that was no longer in the office, and this was being followed up.
 - 2) Item 8 – Harry Hall had produced a useful report in following up the costs of magazine distribution.
 - 3) Basement – Stewart had come to an agreement with Donald Martin, and a final payment had been made.
 - 4) Replacing the Archive door had been priced at £350 by the joiner, but Stewart was trying to find an alternative. Roy pointed out that it should be fireproof.
 - 5) Item 3, (4) Refurbishment quotations – It had been suggested that Elspeth move into one of the basement rooms, office staff move to her office, and front office could be made into a members’ room, with shop.
 - 6) Item 3, (5) Conference calls – The procedure was now in place and was circulated. There was a separate paper from William Whyte regarding use of Skype, which did not require a computer. Jerry proposed that cheaper alternatives should also be investigated.
 - 7) Item 2, (1), para 3 – insert “Headquarters” before “...staff costs be included in Winter & Summer School costs...”. Noted that the statutory accounts had to follow a certain format, and an apportionment of staff costs had to be made, but this was not particularly meaningful information.
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8 **Statutory accounts**

- 1) Preparation of the draft had taken a lot of work, but tight timescales meant that it had been difficult, partly due to the change in regulations. There were still some typos and layout issues to resolve.
- 3) There were a number of changes to way it had been presented previously. The Trustees’ Report was more extensive than before, but was still fairly minimal in Lawrence’s opinion.
- 4) VAT on individual costs was included in the costs themselves.
- 5) Note 10 was a required disclosure. The words “Information and dancing services” had been used as Lawrence had been advised not to use the words “members’ services”.
- 6) All were requested to email any substantive queries to Lawrence.
- 7) Roz questioned whether a breakdown of Summer School accounts should be provided, for interest. Lawrence recommended that that would be better dealt with at budget preparation stage, and not within the statutory accounts.
- 8) Noted that the accounts recorded substantially higher reserves than the reserves policy required, but Lawrence thought it unlikely that the Regulator would have any concerns.
- 9) **Agreed** authority delegated to Lawrence to make any minor changes required before presentation to the AGM.

L Boyd

9 **Budget**

- 1) Indicative figures were given for three years. This was a dynamic tool, to allow trustees to decide the levels of contributions. Noted that there would be additional costs going forward, and that there was a need to consider subscription levels.
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	2) Stewart suggested making this a major topic for the October Board meeting, and committees should also have input. Lawrence to amend the projected 2006 figures to actuals. Once costs for different items or projects had been established, a value judgement could be made on the levels of contribution. Noted that detailed expenditure information, such as postage costs for particular elements, was not available.	Management Committees
	3) All to provide feedback on figures to Lawrence before next GP&F meeting.	
10	Gift Aid	
	1) Many charities were already claiming Gift Aid. There were certain requirements to be met, but Lawrence believed most of these were fairly easy to deal with. The benefit could be around £18,000 per year.	
	2) Any suggestions to be emailed to Lawrence.	
	3) It was pointed that most subscriptions were paid in bulk by Branches, which is what was believed to have stopped this going forward previously.	
	4) Agreed in principle to take forward, GP&F to explore further.	GP&F
11	Pianos and raffles	
	1) Stewart suggested it would be useful to have a clearer view of all the costs involved.	
	2) The main issue had been the question of “ring-fencing”. Noted that if money was raised for something particular, it had to be used for that purpose. Lawrence advised much looser wording.	
	3) Agreed to not allow “ring-fencing”.	L Boyd
	4) Agreed to include Music Director in considerations regarding pianos.	
12	Youth Director	
	The appointment of Jayne Brown as Youth Director was agreed .	E Gray to write letter
13	Branches	
	1) Noted that Manchester Branch was having difficulty finding anyone to stand for Chairman and Secretary, and were concerned about their status if no-one came forward.	
14	Affiliated Groups	
	Four applications for affiliation were approved :	
	• Linlithgow Scottish Country Dance Club, West Lothian	
	• Loyne Scottish Dance Group, Lancaster	
	• Morningside Scottish Country Dance Club, Edinburgh	
	• Comhlan Irish & Scottish Dance Group, Krakow, Poland	
15	Responsibilities	
	<i>Health & Safety</i>	
	1) The current documentation was very limited, and did not relate at all to Chairman, trustees, schools, etc. It was necessary to look at the complete responsibility chain throughout the Society, to carry out the Board’s duty of care. In H&S terms, “employee” covered everyone on the Board, examiners, everyone in any position of responsibility. Few responsibilities were identified. Roy had agreed to undertake this task. The services of Peninsula would have to be retained, for professional indemnity reasons. Roy would be supplied with the relevant documentation electronically and hoped eventually to have it accessible in a secure area of the website.	Roy
16	Constitution	All WG unless noted
	The Board worked through the comments and recommendations as presented by the Working Group.	
	<i>Constitution:</i>	

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- 1) *Clause 3* – **agreed** leave as is.
 - 2) *Clause 5* – **agreed** treat as proposed.
 - 3) *Clause 5* – Susi was concerned that the issue of Headquarters members was not dealt with; if the International Branch disbanded, there would be no provision regarding Headquarters members. Agreed to include a statement in the Rules to clarify that Headquarters members do not have representation at the AGM.
 - 4) *Clause 17* – following discussion, there was a vote. The majority were in favour of going with 12 elected Board members.
 - 5) *Clause 19* – **agreed** treat as proposed.
 - 6) *Clause 23(a)* – the Board voted on this point, then had further discussions and re-took the vote. By a large majority, **agreed** Directors should be elected (once current terms of office expired). **Agreed** the Editor was not a Director, and that the Archivist was.
 - 7) *Clause 23(d)* – rewording **agreed**.
 - 8) *Clause 24* – recommendation regarding Convenors, Convenors Elect and Deputies **agreed**. Recommendation regarding two reserved places for examiners **agreed**, and that examiners should be elected for three years, not two.
 - 9) Whether the Music Director should be a member of E&T or MS should be discussed with Mo Rutherford.
 - 10) *Clause 30(b)* – investigate re-wording of the phrase “in the absence of a convenor elect...”.
 - 11) *Clause 5* – take out the words “for a Scottish charity”.
 - 12) *Clause 35(a)* – recommendation **agreed**.
 - 13) Clauses 43 and 44 – recommendation **agreed** regarding conditions to be a delegate. There was discussion regarding revising the allocation of delegates, as this had been deferred from a previous Board meeting, to be considered when the Constitution was next being amended. There was a vote on whether to retain the minimum of two delegates per Branch. Votes were evenly split, the Chairman cast his vote for the status quo, ie to retain two delegates per Branch - **agreed**. There was a vote on allocation of additional delegates; by a large majority, it was **agreed** to allow one additional delegate for every 50 members, or part thereof.
 - 14) *Clause 45* – following discussion, it was agreed that postal voting on motions was not acceptable; Branches had to find the required number of delegates, instruct them, and give them power to listen to arguments on amendments and make decisions. **Agreed** to stay with show of hands on motions.

Rules

- 1) *Rules I-IV* – recommendations **agreed**.
 - 2) *Rule V* – recommendation **agreed**, and nomination papers to be included.
 - 3) *Rule VII* – recommendation **agreed**, and that a letter should be written to TAC before this was made public.
 - 4) *Rule X* – recommendation **agreed**. Noted that notice of vacancies, whether appointments or elections, must go on the website as well as being notified to Branches.
 - 5) *Rule XI* – recommendation **agreed**.
 - 6) The current version of remits to be prepared and made available at the AGM; it would be explained that it was
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inappropriate to have detail that needed constant updating within the Constitution.

Convenors, Stewart, Irene and Elspeth to get current draft from Peter for input and to bring to next meeting.

Working Group to update proposals on the basis of the Board's decisions, at which point it would be sent to the Board, with 7-10 days to respond. It would also be sent to David Reith.

Agreed to present one motion for Constitution and one for Rules, and if the first fails, the motion on Rules would be withdrawn.

Noted that elections must appear on the agenda before the motion on the Constitution.

17 **AOCB**

- 1) David had discovered that an E&T paper to MB had been discussed by a Branch committee. This was a clear breach of confidentiality. Everyone was reminded that all Board papers and discussions must remain confidential.
 - 2) Noted that the N Ireland Co-ordinating Committee wished to discontinue their relationship with the NI Sports Council. No objection.
 - 3) Keith hoped that there might be four issues of the magazine at some point. This was unlikely at the moment, as Jimmie was having difficulty getting sufficient good quality copy for two issues.
 - 4) Jeff's papers on publicity opportunities and magazine advertising would be circulated and discussed at the next meeting. MS were considering possibilities of using an agency to handle advertising. All
 - 5) Lorna requested a copy of the final meetings schedule. E Gray
 - 6) Jerry raised the question seating at Board meetings. It would be preferable to have everyone seated round the table.
 - 7) David reported that Blair Macnaughton was preparing 100 lambswool scarves for Summer School, sale or return, in new tartan. Kilt weight fabric should be ready for AGM.
 - 8) Board members to receive electronically copies of every paper sent out to Branches. E Gray
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18 **Items for Magazine**

- 1) Information on the Constitution proposals – updated explanatory notes to be used as basis. Also something to be prepared for presentation at AGM. J Reinstein/
R S-Huxley 30/06/06
 - 2) David to write something on the new tartan. D N-Harris 30/06/06
 - 3) Malcolm to do short piece on Technique Sub-Committee. M Brown 30/06/06
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12 **Date of next meeting**

2 September 2006



MANAGEMENT BOARD MEETING

Saturday 2 September, 2006

RSCDS Headquarters, 12 Coates Crescent, Edinburgh at 10.30am

AGENDA

Enclosures/Papers

- 1 Apologies
 - 2 Notes of meeting of 10 June 2006 *Previously circulated*
 - 3 Matters arising from notes not listed elsewhere
 - 3.1 Papers on publicity opportunities & advertising (Note 17.4)
 - 4 Trustees Annual Report & Accounts *Hard copy being posted*
 - 5 Management Board Working Groups
 - 5.1 AGM 2006 *Draft agenda & papers*
 - 5.2 Scottish issues *Working Group report, and Dance Scottish week suggestions*
 - 5.3 Issues outside Scotland *Submission from Working Group*
 - 5.4 Staff
 - 5.5 Constitution
 - 5.6 Website
 - 5.7 Database
- If any other Working Groups wish to raise an issue for discussion, please advise the Secretary.*
- 6 Management Committees
 - 6.1 General Purposes & Finance Committee *Note of meeting of 19 August 2006 – to follow*
 - 6.1.1 Trustees' responsibilities *Paper from Lawrence Boyd*
 - 6.1.2 Risk Management Policy *Draft policy*
 - 6.2 Membership Services Committee *Note of meeting of 8 July 2006*
 - 6.3 Education & Training Committee *No meeting*
 - 6.4 Meetings Schedule 2006/07 *Revised schedule – to note only*
 - 7 Health & Safety
 - 8 Summer School – scope & purpose
 - 9 Branches
 - 9.1 Branch Awards *Update*
 - 9.2 Edmonton Caledonian *Branch application*
 - 10 Affiliated Groups
 - 10.1 Scottish Presidents' Association
 - 10.2 Naramata Scottish Country Dancers, Canada
 - 11 Any Other Competent Business
 - 12 Issues for Members' Magazine
 - 13 Date of Next Meeting
7 October 2006

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



**Notes of meeting of the Management Board
held on 2 September 2006 at 10.30am
at 12 Coates Crescent, Edinburgh.**

- Present:** Stewart Adam (Chairman and Convenor of meeting)
Irene Bennett (Chairman Elect)
Lawrence Boyd (Convenor, GP & Finance Committee)
Jim Healy, (Convenor, Membership Services Committee)
David Normand-Harris (Convenor, Education & Training Committee)
Roy Bain, Ruth Beattie, Malcolm Brown, Peter Clark, Christina France, Marjorie Hume, Susi Mayr, Anne McArthur, Lorna Ogilvie, Keith Oughton, Jerome Reinstein, Jeff Robertson, Roz Scott-Huxley, Andrew Smith, Irene Whyte.
- In attendance:** Elspeth Gray (Secretary)
- Apologies:** Allana Creighton, Helen Frame.

Decision/Action	Member/s Responsible	Date to be completed
1 Stewart Adam reminded members that all were here for the same reason – for the benefit of the Society. He requested a calm, professional approach outside and within the meeting, in a spirit of co-operation, goodwill and tolerance.		
2 Notes of meeting of 10 June 2006		
1) Item 4.4 (4) – It was confirmed that the Notes reflected what was said. Branch reports would continue to be submitted to Headquarters, but MB contacts may find them interesting and useful.		
2) Item 5 (6) – Jerry had felt it would be helpful if Committee Notes could be emailed the evening before MB at least.		
3) Item 5 (5) – Amend second sentence to read “It was pointed out that as it was a rewrite,.....”.	E Gray	15/09/06
4) Item 11 – There was concern that, at Summer School, the decision noted was not being implemented, and raffles were being advertised as for purchase of a piano. Noted that it had been published in the brochures, produced before the meeting, that this would be the case. David to ensure Schools Director informed.	D N-Harris	30/09/06
5) Item 10 – It was clarified that the note was concerned with Gift Aid on subscriptions. RSCDS was not registered for Gift Aid, ‘donations’ via expenses forms were treated as donations.		
6) Item 17 (3) – Point of information, apparently the Editor currently had more material than he needed.		
3 Matters arising not listed elsewhere		
1) Item 17 (4) – Agreed Jeff’s papers on publicity and advertising to be passed to MS, and a proposal to come back to MB in February. Andrew had seen a reference to DanceBase (Edinburgh) in a publication called “Shop Scotland”, but no mention of SCD. Christina volunteered to visit DanceBase re SCD classes. There was little available yet for publicity purposes. A co-ordinated approach was needed, tying in with suggestions from Scottish Issues group on marketing.	J Healy C France	02/02/07 30/09/06
4 Trustees Annual Report & Accounts		
1) Page 2, governance structure – Agreed that wording does not need		

	to be closer to that used in the Constitution.		
2)	Page 4, risk management – There was discussion regarding the form of words used. A suggested form of words was proposed, to be reviewed after discussion of Lawrence’s paper on trustee responsibilities later in the meeting. [Wording later agreed : “The trustees are aware that the systems and controls within the organisation need strengthening. In addition a recent review of risk management identified areas which need to be addressed. Accordingly the trustees have initiated a detailed review process with the objective of resolving these issues no later than the time of the 2007 AGM.”] A working group was formed, see note 7.1.	L Boyd	15/09/06
3)	Page 6 – Noted that numbers still to be filled in, and that Reserves had previously been calculated on a different basis.		
4)	Page 7 – Statement of trustees responsibilities; it was questioned whether the new paragraph regarding the auditor was from SORP. Lawrence to check with accountants.	L Boyd	15/09/06
5)	Page 18 – The terms of the Porter bequest restricted its funds to maritime provinces of Canada.		
6)	Page 20 (detailed I&E) – Noted that there was disparity between subscription income (up) and membership (down). It was suspected that the answer was complex, but at the moment was unknown. Agreed GP&F to consider further.	L Boyd	21/10/06
7)	Several points on the final page, schedule of expenditure, were clarified.		
8)	Agreed to not include the detailed I&E or last page in final Report circulated to delegates and Branches.	L Boyd/ E Gray	22/9/06
5	Management Board Working Groups		
5.1	AGM 2006		
1)	Information sheets were complete, and tickets should be finished that day. The WG were meeting the day following the next MB, Lynn Wood would attend.		
2)	In future, Lorna suggested a reverse of the current procedure regarding AGM correspondence, in that letters could be sent out by the Group leader, after circulating drafts to the WG, and copies then sent to HQ. This suggestion was agreed .	AGM Sub	ongoing
3)	It was suggested that Perth be considered the venue for the foreseeable future. Local branches, other than Perth, could contribute. Agreed to pencil a booking for Perth in 2008 now. If any alternative, at suitable cost, was found for subsequent years, it would be considered.	E Gray	30/09/06
4)	Stewart will include reference to likelihood that subscription will go up next year in his comments at AGM.	S Adam	04/11/06
5)	Outline plans for the coming year would be given under Annual Activities Report.	Convenors	04/11/06
6)	Bristol Branch had received 15 topics to date, Andrew to circulate.	A Smith	22/09/06
5.2	Scottish issues		
1)	Correction to item 5 of WG report of meeting: the Youth Director had not yet contacted branches. She was discussing the proposal with the youth group and if there was interest, would do so.		
2)	Dance Scottish week – There was discussion regarding spread of activity and appropriate dates. Agreed to keep the dates suggested, to focus on Scotland, but to inform all Branches and members and all would be welcome to participate if they wish; also ask if a different date would be better for them.	SIWG	31/10/06
3)	Marketing Officer – MS has been unable to provide a remit and job spec, so the WG had prepared the latter. There was discussion as to		

	whether the appointment should be publicised; however, agreed to approach Anita Mackenzie in the first instance for a six-month pilot. If it went ahead after six months, the appointment would be publicised and applications invited. An alternative was Anne Reilly. There was a need to budget for materials as well as for consultancy fee, which was negotiable. It was stressed that this must remain <u>strictly confidential</u> in the meantime.	R Beattie	30/09/06
5.3	Issues outside Scotland		
	1) All suggestions presented had come from discussions of the WG. The suggested event had come out of various discussions; agreed the WG to expand on the idea and produce something reasonably detailed. Any comments to Susi.	S Mayr All to note	07/10/06 asap
5.4	Headquarters staff		
	1) Following discussions between Chairman, Chairman Elect, Convenors and Elspeth, a paper had been prepared suggesting how the office should be set up and giving a rough outline of responsibilities. It attempted to address in particular the governance issues raised by Lawrence. All to send any comments to Stewart. Noted that Margaret Cook had left; if she did not wish to take the permanent post, agreed to advertise (inc on website), and get temp in the meantime. Implementation date for structure of 31 December 2006 would be aimed for.	All E Gray	30/09/06 15/09/06
5.5	Constitution		
	1) Regarding Constitution 3 Purposes (c), confirmed that the dances to be included with the magazine would be published with music. 2) Copies of Policy Statement draft circulated, all to comment by next meeting, when final formulation and circulation would be agreed.	All	30/09/06
5.6	Website		
	1) Fiona Grant had resigned from the Website project. Agreed to approve W Whyte as project manager. Agreed David should be included as representative from E&T, also Elspeth, otherwise modus operandi agreed . Budget agreed . Agreed to ask William to take out "if possible" after "AGM" in Objectives, A.	E Gray	08/09/06
6	Database		
	1) Responsibility for the database had passed from the MB working group to Membership Services. Progress to date was that the database had been stabilised. Temps were at present updating membership data from branches for the next edition of the magazine, and would be finished by 6 th September. The next phase was to set up a system for Branches to update their own member data via the internet. The architecture had been agreed; it was more complex than originally hoped, but would maintain integrity of data. A 2-day feasibility assessment had been carried out and one or two minor problems resolved. The system could be built in 20 man days, cost £9,600, for which approval was sought. Integrity checks would be carried out, and the sum quoted would include production of operational procedures. It could be delivered around the beginning of November, and it was hoped it could then be made active in January. Lawrence felt it was unacceptable to be asked to approve such cost without more detail on paper. Agreed Jim to put proposal on paper and send out by end of next week, all would have until the following week to respond with agreement or otherwise.	J Healy All	15/09/06 22/09/06
7	GP & Finance Committee (19 August 2006)		
	1) Trustees' responsibilities paper: agreed a working group to consider in detail and prioritise. Members – Keith, Roy (to lead), Ruth (plus Ross Robertson from GP&F), plus perhaps Malcolm at later stage re budgeting. Agreed all to feed comments to working	All	25/09/06

	group, who will report back the week before next MB. At MB, decision would be made whether further groups to be set up and who would be responsible for action.	WG	29/09/06
2)	HR – a company had been identified who would carry out a “health check” and make recommendations, cost £400. This was agreed .	L Boyd	08/09/06
3)	Agreed that lead person for each strategic project should produce for next MB: aims of project, progress to date and spend. “Strategic project” classed as overall cost of £10,000+, ie where putting Society at definite financial risk. Convenors will identify projects within their areas, Stewart will inform William Whyte. AGM not included.	As approp.	30/09/06
4)	Medium term financial planning – David and Jim requested guidelines/format from GP&F of the information wanted. Lawrence suggested going back to the paper discussed at previous meeting, and asked them to consider major changes and broad costs. He proposed a brief strategic plan with financial effects in medium term, say three years. Agreed figures to be provided for next GP&F meeting.	Convenors	13/10/06
5)	Lawrence requested delegated authority to do work on financial systems and processes; Stewart thought these would come out of the Working Group’s review.		
6)	At previous meeting, it had emerged that some Branches were claiming gift aid on whole of subscription. Lawrence had been advised that was not compliant with gift aid regulations, and Isobel Gray had written a letter so that Branches could be tactfully informed. Roy confirmed that Helensburgh Branch had received confirmation from the Charity Commission that claiming on all of the subscription was acceptable; Roy to copy letter to Lawrence, hold off contacting Branches until investigated further.	R Bain/ L Boyd	30/09/06
7)	Risk management – agreed all those asked to respond should do so by next meeting. Risk assessments must be in place by law. The proposed risk management policy was agreed . Irene reported that a recent OSCR seminar stressed that there should be induction of some kind for trustees, and recommended that there be a paper for trustees to sign.	SA, IB, JTH, DN-H, EG	07/10/06
8)	Budgets – it was agreed that Ross Robertson and George Flett help E&T and MS respectively on the budgeting process. They would act as resource to help in whatever way was felt appropriate.	Convenors	ongoing
8	Membership Services Committee (8 July 2006)		
1)	A letter of complaint about the photo-session at Summer School had been sent to Susi and circulated by her to MB. Agreed Irene to investigate; she would talk to both Linda and Jim, and the individuals would receive a reply. Agreed an acknowledgement to be sent in the meantime. Irene would report back to MB.	I Bennett	06/10/06
2)	Progress had been made at Ladies Step meeting at Summer School on the way forward and dances to be included in book.	I Bennett/ E Gray	08/09/06
3)	Summer School shop had a good year. The new policy on third party stocks was well received. Noted that there could be better liaison with teachers in advance of Summer School regarding dances recommended to classes, to ensure stocks in place.		
4)	A draft of Standard Terminology was almost ready. Once complete, it was planned to re-do all the Miscellanies in one volume, to be on sale at AGM. Stocks of Miscellanies CDs were very low, and would be needed for AGM, although large sales could not be expected. The original masters were lost (Muriel Johnstone’s source bankrupt), so new masters were needed, minimum run was 1,000. David Cunningham suggested a double CD, sell at £15,		

	production cost would be £3,450 for 1,000. This was agreed .	J Healy	15/09/06
5)	Long term publishing of dances and music was discussed, covering suggestions such as making tracks from compilations available on iTunes; web-publishing dances, etc. Agreed all to send views/feedback to Jim, who would produce a paper for next meeting.	All J Healy	22/09/06 06/10/06
6)	Warm-up booklet to be ready for Summer School 2007.		
7)	Role of archivist – to be concluded.		
8)	Formations index – TAC may be interested in becoming joint publisher and producing in US size.		
9)	House style – design on teeshirts was not universally liked, but there had been positive feedback on the new logo.		
10)	Guidelines to Branches re payments to musicians – this was a proposed article for the magazine.		
11)	Marketing/publicity – the Committee were investigating what press cuttings services were available and the cost. If a marketing person were employed, they could be asked to investigate further.		
12)	Core repertoire was currently stalled; views were divided as to whether or not it was needed. Most lists submitted were of favourite dances. MS to generate a core repertoire themselves.		
9	Education & Training Committee (no meeting) There was nothing to report.		
10	Schedule of meetings Noted that the proposed schedule was currently not constitutional, with only 4 MB meetings. If the motion on Constitution was not passed at AGM, two more meetings would be added if necessary. Noted that on days when two committees met, the Chairman and Chairman Elect would share attendance.		
11	Health & Safety There was an omission from the short term programme circulated, the Family Weekend in October. There was a lot to do in the longer term (between now and this time next year), and a number of people would be involved. Roy would draft up information, involving others as required. Convenors had had copies of draft responsibility flow charts, these would be agreed over the next few months. There was a need to clarify responsibilities. Noted that a Management Procedures Manual was strongly recommended.		
12	Summer School – scope and purpose Jim had asked that this item be put on the agenda. He had concerns that MB had overruled MS on the question of making new dances available to be taught at Summer School, and that a decision had subsequently been made to teach them to a larger group than originally agreed. It had been argued at MB that it was essential to have new dances to teach at Summer School, but he believed the function of Summer School should be the teaching of dancing, not dances. David noted that the item was on the agenda without reference to E&T. Agreed to refer to E&T for discussion, any comments should be passed to David. It was suggested that any further consideration of the issue should be based on a paper received beforehand. Noted that the decision to publish new dances in “leaflet” format was counter to an old Executive Council decision, but that things changed. Although this had been explained before, it was suggested that it may be helpful to reinforce by repeating, on the website and/or in the magazine.	D N-Harris All	16/09/06 16/09/06
13	Branches 1) Formation of a new Branch, Edmonton Caledonian, was approved . 2) Allocation of MB members to new Branches: Carolinas – David Edmonton Caledonian – Lorna		

14 **Affiliated Groups**

Two applications for affiliation were **approved**:

- Scottish Presidents' Association, Bedford
- Naramata Scottish Country Dancers, Canada

15 **AOCB**

- 1) The new tartan had been well received. Janet Washington had offered to have a quantity woven in silk at her own expense; once available, for purchase directly from her, members would be informed. Scarves supplied by House of Edgar had not sold well at Summer School but would be kept in stock. A project group consisting of David, Irene and Elspeth would take things forward. A quote for lightweight material would be sought. The process of registration was close to completion. **Agreed** to discontinue Strathspey tartan.
- 2) Noted that cost of postage was being taken into consideration, with the new size-based rates.
- 3) **Agreed** to consider using email more for branch mailings.

16 **Items for Magazine**

- 1) There was nothing appropriate.

17 **Date of next meeting**

7 October 2006



MANAGEMENT BOARD MEETING

Saturday 7 October 2006
RSCDS Headquarters, 12 Coates Crescent, Edinburgh at 10.30am

AGENDA

Enclosures/Papers

- 1 **Apologies**
 - 2 **Notes of meeting of 2 September 2006** *Previously circulated*
 - 3 **Matters arising from notes not listed elsewhere**
 - 4 **Trustees Annual Report & Accounts**
 - 5 **Management Board Working Groups**
 - 5.1 AGM 2006 – final agenda and papers* *Amendments from Aberdeen & London Branches*
 - 5.2 AGM 2006 – other issues
 - 5.3 Scottish issues
 - 5.4 Issues outside Scotland *Proposal*
 - 5.5 Website
 - 5.6 HQ Staff
 - 5.7 Trustees' responsibilities *Report*
 - 5.8 Health & Safety *Progress report*
- If any other Working Groups wish to raise an issue for discussion, please advise the Secretary.*
- 6 **Management Committees**
 - 6.1 Education & Training Committee *Previously circulated*
 - Payment of teachers
 - Management Committee Policy Statement *Memo & attachment*
 - Proceeds from raffles at Summer School 2006 *Memo*
 - 6.2 General Purposes & Finance Committee *no meeting*
 - 6.3 Membership Services Committee *Notes of meeting 23rd September to follow*
 - 7 **Branches**
 - 7.1 Branch application – Caledonian Society of Oman Branch
 - 8 **Affiliated Groups**
 - 9 **Any Other Competent Business**
 - 9.1 Air Force Celebrations
 - 10 **Issues for Members' Magazine**
 - 10.1 Magazine issues and distribution
 - 11 **Date of Next Meeting**
25 November 2006

** I will attempt to reconcile these into logical amendments to incorporate into the agenda before Saturday's meeting - Elspeth*

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

**Notes of meeting of the Management Board
held on 7 October 2006 at 10.30am
at 12 Coates Crescent, Edinburgh.**

Present: Stewart Adam (Chairman and Convenor of meeting)
Irene Bennett (Chairman Elect)
Jim Healy, (Convenor, Membership Services Committee)
David Normand-Harris (Convenor, Education & Training Committee)
Roy Bain, Ruth Beattie, Malcolm Brown, Peter Clark, Allana Creighton, Helen Frame,
Christina France, Marjorie Hume, Susi Mayr, Anne McArthur, Lorna Ogilvie, Jerome
Reinstein, Jeff Robertson, Roz Scott-Huxley, Irene Whyte.

In attendance: Elspeth Gray (Secretary)

Apologies: Lawrence Boyd, Keith Oughton, Andrew Smith.

Decision/Action	Member/s Responsible	Date to be completed
1 Notes of meeting of 2 September 2006:		
1) Note 5.2(3), <i>Marketing Officer</i> – Jim did not recollect MS having been asked to produce a remit and job spec, but did not feel that would have been appropriate in any case.		
2) Note 4 (8), <i>Detailed I&E</i> – confirmed that the omission of this sheet would not be queried, it was a detailed list that had not previously been provided.		
3) Note 6 (1), <i>Database</i> – Jim clarified that there had never been a database ‘working group’, the earlier work had simply been to stabilise the database.		
4) Note 8 (1), <i>Letter re photo-session</i> – confirmed that the usual protocol for circulating correspondence to MB was for it to come to Elspeth at least two days before a meeting, but there were always exceptions, such as this.		
5) The Notes were accepted as an accurate record.		
2 Matters arising not listed elsewhere		
Note 8 (1), <i>Letter re photo-session</i> – Irene reported that an acknowledgement was sent to all signatories the week after the Board meeting. She had spoken to both Linda Gaul and Jim, and a letter had now been sent to all signatories addressing the points raised. A letter of thanks to all who took part had not yet been sent. She noted that a very good set of photos had resulted from the session.	I Bennett	27/10/06
3 Trustees’ Annual Report & Accounts		
Confirmed that the accounts had been signed off by the auditor, although we did not yet have the final copy.		

4	Management Board Working Groups		
4.1	AGM 2006		
	1) <i>Amendments to motion</i> – amendments had been received from London and Aberdeen Branches. Agreed Elspeth to revise and send to Aberdeen and London for their immediate agreement before distributing. Agreed Jerry to propose motion at AGM, Roz to second. Agreed Peter to respond to amendment 12.1.1; agreed Irene to state that the Board had no comments to make on amendments 12.1.2 or 12.1.3.	E Gray JR/RS-H P Clark I Bennett	10/10/06 04/11/06 04/11/06 04/11/06
	2) <i>General</i> : a number of crib books had been printed with mistakes, but the entire run was being reprinted free of charge, to be available for handing to everyone on entry. There would be an AGM sub-committee meeting the following day, with Lynn Wood.		
4.2	Scottish issues		
	1) <i>Dance Scottish Week</i> – a letter and proforma had been prepared and would go out shortly, offering suggestions and making clear that all Branches could participate if they wished. It was hoped to use Holyrood Palace for the launch event, and Sinclair Barbour had agreed to provide a team. Agreed that the information for branches should suggest that smaller Branches consider collaborating in their areas.	R Beattie/ E Gray	11/10/06
	2) <i>Marketing Officer</i> – Anita Mackenzie had declined the post. The group had felt unable to make the same approach to the other person suggested, whom they did not know. Noted that the group estimated a salary level of £250 per day. Agreed Marjorie to rewrite the job description, person spec and advert. Agreed it was essential to be clear about exactly what was required, particularly the priorities (including Dance Scottish week), and that this was a trial period which could be extended. Agreed to send copy of the final ad to Anne Riley, newspapers, branches, and agencies.	M Hume " R Beattie/ E Gray	27/10/06 " 10/11/06
4.3	Issues outside Scotland		
	<i>Proposal for international event</i> – Agreed the group to take forward and present firm proposal to February MB.	WG	02/02/07
4.4	Website		
	1) The report from William Whyte was approved and he was congratulated on progress made. Stewart would mention the website development in his report at AGM. William and Stewart would take the go/no go decision on 1 November.	S Adam S Adam	04/11/06 01/11/06
	2) It was suggested that old passwords be retained until such time as Branch secretaries had been informed of new ones. Stewart to inform William.	S Adam	13/10/06
4.5	Headquarters staff		
	1) <i>'Health check'</i> – This had been carried out by Gravitare and the summary circulated. Stewart had asked Gravitare for a proposal for implementation of the "Recommended Action to be taken" items; cost was estimated to be around £2,500. They could also help in implementing the proposed revised structure. The Examinations Officer post was being advertised. Agreed that	S Adam	20/10/06

the work should go ahead; the person carrying it out would be responsible to Irene.

- 2) There was discussion regarding “cross cover” within Headquarters. Stewart had specified the production of written procedures for many tasks, as had been done with examinations. Although individuals had specific responsibilities, it had always been clear that flexibility was required; other staff should be able to go to manual/procedures. Training (internal and external) and updating could be stronger.
- 3) Responsibility for ensuring training happened would lie with the Principal Officer who would be required to report to the Chairman. There would be a need to show that induction and training had been carried out, as part of performance monitoring.
- 4) David questioned responsibility for committees as outlined; he believed it would be better if the two senior officers attended the meetings of the committees for which they were responsible, with the staff member at administrator level acting as secretary and carrying out follow-up work. He felt it was important to be in touch with what was discussed at meetings. Elspeth agreed with this view. **Agreed** to amend.
- 5) There was strong support for negotiating with staff for payment for attendance at meetings rather than time off in lieu.
- 6) **Agreed** Roy’s group to revise the chart. R Bain/WG 02/02/07
- 7) **Agreed** office opening hours to be 10.00am to 4.00pm, Monday to Friday, or by special arrangement, and stay open at lunchtimes. E Gray 13/10/06

4.6 Trustees’ responsibilities

- 1) There was discussion as to why, in Conclusions, the employment of external consultants was not considered necessary. Although the shortcomings were realised, the WG suggested that in-house expertise – through MB/MCs or other members – would be used as far as practical, and professional resources brought in for audit at the end. Additionally, there should be a timescale for when things would be achieved. R Bain/WG 25/11/06
- 2) **Agreed** to accept and take forward the five recommendations. All to note
- 3) Roy and Elspeth to work together on gathering material for recommendation 3; copies of the OSCR ‘Guidance for Charity Trustees’ could be obtained if necessary. R Bain/ E Gray 25/11/06
- 4) Working Group membership would continue with Roy (leading), Ruth, Keith (who would leave in November) and Ross Robertson, and Marjorie was added. Once the new committee was in place, there may be others with skills to offer.

4.7 Health & Safety

Noted that the Family Weekend had been cancelled so no Risk Assessment had been necessary.

5 Education & Training Committee (16 September 2006)

- 1) *Payment to teachers/musicians at Summer School* – There was lengthy discussion regarding this issue. MB had agreed in November that honorariums should be paid. E&T had come up with global figures, but David had felt that it was not for E&T to

	devise the policy of payment, and suggested that E&T needed guidance on what was appropriate for one session etc. Agreed to implement a flat rate honorarium of £50 per week for teachers and musicians at both Winter and Summer School 07.	D N-Harris/ J Wilkinson	30/11/06
2)	<i>Management Committee Policy Statement</i>		
	2.1) Item 1(b) bullet point 9 – agreed that responsibility for scholarships should stay with panel of Chairman, Chairman Elect, Schools’ Director & E&T Convenor.	E Gray to amend	20/10/06
	2.2) Item 3(c) – after discussion, agreed to retain “liaise” rather than “consult” and to omit the suggested addition of “technical content and timing of”.	”	”
	2.3) Item 2(a), bullet point 5 – David confirmed there was a revised process for teachers to be added to the Panel of Teachers and Musicians approved for RSCDS Schools. A ‘News from E&T’ document, circulated to Branches and put on the website, explained it. Teachers would be assessed; overseas, local resources would be used to do that. The Committee was working on much stricter evaluation and appraisal of Schools’ teachers, and a “de-selection” process may be considered.	”	”
	2.4) Item 1(b), bullet point 11 – agreed delete “including”.	”	”
3)	<i>Proceeds from raffles at Summer School 2006</i> – This topic was discussed at length. Agreed E&T to prepare a detailed proposal comparing a good piano and a good electronic piano, with information on costs of purchase, storage, equipment, and all pros and cons, over say a 5-year period. Noted that Mrs Yasumuro had given money specifically for Summer School ‘projects’. Jim proposed that as it could not be “ring-fenced”, it should be put into the General Fund in the accounts, but a Summer School project found for it. Agreed Schools Sub-Committee to discuss possible usages.	D N-Harris	02/12/06
4)	The first offer to become an Examiner Emeritus had been accepted by Stanley Wilkie.		
5)	There was one application for the next round of UK examiners.		
6)	E&T Notes, 16 Sept 06, Item 5, Topic 4 – There had been irregularities in Unit 1 examinations; the requirement for one invigilator to be a person of standing in the community was essential, although may not exactly match the passport application list. The British Council was a definite possibility.		
7)	E&T Notes, 16 Sept 06, Item 9 (b) – The formal interview would include questions about the application, and was also an opportunity to assess personality.		
6	GP & Finance Committee (no meeting) George Flett had attended the last MS meeting and David had been in touch with Ross Robertson, for assistance with budgets. Jim suggested the outcome may be that a cross-committee sub-group may be created. The aim was to have a more modern and capable accounting structure in place for 1 April 2007.		
7	Membership Services Committee (23 September 2006) 1) Database – Jim had now prepared a summary of the proposal with comments. The project remained as previously outlined, a		

	<p>2 x man-day project. The quote included all system documentation, but we would be required to produce instructions for Branches. With regard to disaster recovery, MacLellan provided a restore facility as part of maintenance, which would need to be amended. An immediate decision was not asked of the Board, but Jim requested a mechanism to get approval within a week electronically. Stewart suggested asking MacLellan to produce the handbook for Branches and to provide backup in terms of a helpline, rather than Branches contacting HQ with questions. Agreed all to consider, all to send comments/queries to Jim, to make decision by Friday 13 October.</p>	All	13/10/06
	<p>2) The standard terminology project had slowed down, but would probably still be ready for AGM. However, the revised Miscellanies would now be ready for Winter School rather than AGM. The standard terminology document would be A4 format, to fit into the Manual folder.</p>		
	<p>3) Jim believed many members wished dance descriptions to be available as free, downloadable pdfs on the website. The Committee would discuss at their next meeting, but he asked MB members to also consider and pass on any thoughts.</p>	All	17/11/06
	<p>4) Noted that one of the new dances (The Craven Jig) already had two commercial recordings available.</p>		
	<p>5) Jim hoped to have a selection of the photos from photoshoots available at the AGM.</p>		
8	<p>Branches A Branch application had been received from 'Caledonian Society of Oman'; clarification to be sought regarding whether the terms of the Licence Agreement regarding membership were fully understood.</p>	E Gray	20/10/06
9	<p>Affiliated Groups Nothing to report.</p>		
10	<p>AOCB</p>		
	<p>1) <i>Air Force celebrations</i> – Stewart had been contacted by a PR company involved with celebrations for Air Force anniversary in two years' time. They were looking for groups with royal connections to take two pages of a 600-page book, cost £4,750. Agreed not to pursue.</p>	S Adam	20/10/06
	<p>2) <i>Heater in front office and Archive room door</i> – agreed to replace both.</p>	S Adam	30/11/06
	<p>3) <i>Legacy</i> – Stewart reported that notification had been received of a £25,000 legacy from the late Ian Clive Eynott of London.</p>		
	<p>4) <i>Featured dances</i> – Marjorie's Branch had queried whether these had been publicised. Confirmed they had been, Elspeth to send copy to Marjorie.</p>	E Gray	13/10/06
	<p>5) <i>London Branch</i> – Jeff circulated copies of an advertising card he had designed for London Branch, for information.</p>		
	<p>6) <i>Magazine advertising</i> – noted that there was a lack of adverts in the magazine; Jim highlighted the difference between the publisher and editor roles. Consideration was needed with regard to creating the publisher role, someone to drive the process and take responsibility for advertising. Agreed put both</p>	E Gray	02/02/06

	aspects on agenda for February meeting.		
7)	<i>Management Committee policy statement</i> – as previously agreed, copies would be available at AGM.	E Gray	03/11/06
8)	<i>Magazine</i> – Jimmie had originally offered to do six issues; as three had now been done, he should be approached and asked if he wanted to extend his editorship, and if not appoint a successor soon. It was also suggested that consideration should be given to whether, eventually, it should become quarterly.	I Bennett	25/11/06
9)	<i>Badges</i> – as noted in MS notes, new badges would be provided for all MB members.		

11	Items for Magazine Nothing in particular was identified.		
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12	Stewart thanked all MB members for their support and help, particularly those demitting office, and he was in turn thanked for his chairmanship.		
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13	Date of next meeting 25 November 2006		
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MANAGEMENT BOARD MEETING

Saturday 25 November 2006

RSCDS Headquarters, 12 Coates Crescent, Edinburgh at 10.30am

AGENDA

Enclosures/Papers

- 1 Apologies
- 2 Notes of meeting of 7 October 2006 *Previously circulated*
- 3 Matters arising from notes not listed elsewhere
 - 3.1 Marketing Officer
 - 3.2 *Letter re photo shoot*
- 4 Management Board Working Groups *List to follow*
 - 4.1 Review of Working Groups/Sub-Committees, remits & membership
 - 4.2 Trustees' responsibilities/Procedures *inc H&S.*
 - 4.3 AGM Sub-Committee
 - 4.4 Scottish issues
 - 4.5 Issues outside Scotland
 - 4.6 Website *Report*
 - 4.7 Human resources
 - 4.8 Strategic Plan
- 5 Management Committees *Schedule*
 - 5.1 Schedule of meetings 2006-07 *no meeting*
 - 5.2 Membership Services Committee *no meeting*
 - 5.2.1 Database
 - 5.3 Education & Training Committee *no meeting*
 - 5.3.1 Payment of teachers & musicians at Summer School
 - 5.4 ~~General~~ Purposes & Finance Committee *S.B.2 Examinations* *no meeting*
- 6 Branches *allocation of Brs to members*
 - 6.1 Branch application – Caledonian Society of Oman Branch
- 7 Affiliated Groups
- 8 Any Other Competent Business
- 9 Issues for Members' Magazine
- 10 Date of Next Meeting
17 February 2007

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

**Notes of meeting of the Management Board
held on 25 November 2006 at 10.30am
at 12 Coates Crescent, Edinburgh.**

Present: Irene Bennett (Chairman and Convenor of meeting)
Alex Gray (Chairman Elect)
Lawrence Boyd, (Convenor, GP & Finance Committee)
David Normand-Harris (Convenor, Education & Training Committee)
Roy Bain, Ruth Beattie, Malcolm Brown, Wilma Brown, Alan Carr, Neil Copland,
Allana Creighton, Helen Frame, Christina France, Jimmie Hill, Pat Houghton, Craig
Houston, Marjorie Hume, Lorna Ogilvie, Jeff Robertson, Pia Walker, William Whyte.

In attendance: Elspeth Gray (Secretary)

Apologies: Neil Copland, Jim Healy, Roz Scott-Huxley.

	Decision/Action	Member/s Responsible	Date to be completed
1	Irene welcomed everyone, but particularly those new to the Board. She planned to set a time limit on meetings, and Convenors would then meet from 4.00-5.00 with the Chairman and Chairman Elect. Irene hoped that Board members would listen to each other and deal with each other courteously. The importance of confidentiality was stressed, particularly outwith meetings.		
2	Notes of meeting of 7 October 2006:		
	1) p4, Management Committee Policy Statement – the version distributed at AGM was not the amended version, it still had scholarships under GP&F. Noted, to be corrected.	E Gray	15/12/06
	2) The minutes were approved as an accurate record.		
3	Matters arising not listed elsewhere		
	1) <i>Marketing Officer</i> – Elspeth advised Board regarding cost of press advertising. Agreed to investigate websites advertising public sector vacancies, and the professional marketing association's website. Agreed to try to achieve for around £1,000.	E Gray	1/12/06
	2) <i>Photoshoot at Summer School</i> – Irene explained the background to this issue. A second letter had been received. Agreed Irene to make direct contact, and to follow up with a letter. It was important to say what would be done to avoid a similar situation in future, and to ask for suggestions from the group for a future occasion.	I Bennett	15/12/06
4	Management Board Working Groups		
4.1	Review of remits and membership		
	See separate list for membership as agreed. <i>Partnerships/Outreach:</i> Leave on hold until Marketing Officer in place. As there may be some overlap with Scottish issues group, SI group to	Sc Issues	17/02/07

	consider P/O group's September report. <i>Website: Agreed</i> William to carry on as leader of Website WG.	WG	
4.2	AGM 1) Lorna had refused payment to the printer who produced the cribs, but would negotiate to pay maximum of half amount due. 2) Voting was mentioned, the numbers had not added up, although it was noted that Alex and Lawrence had not been included in the counts. It should be clarified for the future whether the two-thirds rule applied to amendments to a Constitutional motion or just the motion itself. Any complaints should have been raised at the time by a delegate. AGM Sub-committee to discuss further. It should be stressed that all delegates <u>must</u> vote, for, against or abstain. Delegates needed to be reminded that they must sit in seats reserved for delegates. Agreed to issue delegate cards at registration in future.	AGM Sub	28/02/07 E Gray Oct 07
4.3	Trustees' responsibilities/Procedures 1) Trustee induction packs were circulated to all Board members. Members of the Board were asked to accept their legal responsibility as trustees by signing and returning the letter enclosed. Once signed, it applied for the duration of a trustee's term of office. In future, the pack would only be issued to new Board members. 2) <i>Review of procedures</i> – the aim had been completion by AGM 07, however with holidays, Summer School etc, Roy hoped to try to get as much as possible done by mid-June. He would focus on financial side first, then E&T, then MS. Roy and Irene met with staff on Wednesday to brief them on what lay ahead in this connection, making modifications to existing procedures and the need for their support in compiling procedures required. Ultimately, procedures would be available on the website. 3) Irene, Roy and Elspeth had considered the possibilities for creation of a members' room. A budget would be identified, and the biggest expense was likely to be heating. Roy proposed considering gas-fired heating. Agreed by vote that a members' room, somewhere in the building, was wanted, although suggested that it should be called eg "visitors' area". Agreed Roy, Irene and Elspeth to consider the possibilities, and to keep Alex informed. Agreed to delegate a sum of money to be spent on the project, say £25,000 in total, and authority without further referral back, to allow some things to progress before next meeting. Roy would keep people informed. 4) Roy was thanked for all his work.	R Bain, I Bennett, E Gray	21/12/06
4.4	Scottish issues The group was meeting the following Monday. The Palace had refused use of Holyrood for launch of Dance Scottish week. Other possibilities would be considered, as well as the budget that would be required. Letters had gone out to Branches about Dance Scottish week with a return date of 31 January.		
4.5	Issues outside Scotland Jeff would be presenting detailed proposals for planned event to the February meeting.	J Robertson	02/02/07

4.6	Website		
	1) <i>Progress</i> – William reported that Phase 1 was complete, a technical update plus transfer of host of website and various other things. Phase 2A (window-shopping and ordering facility, but not charging) required a database of products on the website, to be ready by 18 December. Other work by contractor was to be completed week before MB meeting in February. If there was to be online payment, a PayPal account would be required, which would have to be managed and reconciled.		
	2) <i>Shop</i> – it was pointed out that turnover on products was only approx £80,000 per year. At the moment, there was limited knowledge of what products made money and what did not. Lawrence found the discount structure complicated and would prefer simplicity. Jimmie pointed out that we did not know how many members accessed the website.		
	3) Agreed budget of £1,000 for external services for updating website, to end November 2007, to be reviewed at each MB meeting.	W Whyte	ongoing
	4) Agreed William to act as Website Editor until November 2007.		
4.7	Human resources		
	1) A 5-page report of the “health check” that had been carried out was produced for the October meeting. Gravitare were to be asked to help with implementing proposed structure, but the structure has not been formally ratified. Gravitare, Irene & Elspeth had discussed the approach. There would be consultation with staff on current job descriptions and contracts; if the proposal did not fit what they were currently doing, there would be discussion on “fit” into the new structure, and how to proceed. Redundancy had to be considered as an option.		
	2) Elspeth outlined the present situation regarding annual leave and public holidays. Craig pointed out that holiday entitlement was a benefit to staff, and public holidays should be considered separately. A comparison with other organisations had been done previously. Agreed HR group to come up with specific proposals for next meeting.	HR WG	02/02/07
	3) A synopsis of what was currently proposed would be sent out, with deadline for response. Anyone who had any comments or questions should email to Irene, Lawrence and Craig, who would try to incorporate suggestions.	I Bennett All	20/12/06 12/01/07
4.8	Strategic Plan		
	Marjorie to contact Convenors and ask for update to find objectives for three key areas and look at 3-year and 5-year strategic plan, including milestones. Marjorie would not be at the February meeting, but would submit a report.	M Hume	02/02/07
5	Management Committees		
5.1	Schedule		
	18 August – GP&F to discuss at next meeting whether to move this meeting, Jim to do likewise with MS.	L Boyd, J Healy	02/12/06 20/01/07
	Agreed add MB meeting on 21 April. Suggested consider workload in February to decide whether another meeting needed.	All note	
	Lorna requested AGM Sub-Committee meeting on 3 February.		

5.2	<p>Membership Services Committee (no meeting)</p> <p>Elspeth gave an update on the database schedule: work on the basic system would be complete by end December; testing and preparation of guidelines would take place in January; it would go live in February. The guidelines would include a timetable to tell branches when it was crucial to update their lists. Elspeth to inform MB contacts for those Branches which had not supplied member details to chase up; if nothing forthcoming Irene would follow up.</p>	E Gray	15/12/06
5.3	<p>Education & Training Committee (no meeting)</p> <p>1) <i>Payment to teachers and musicians at Summer School</i>: David was concerned that E&T had not been asked to discuss/approve the principle of payment to teachers and musicians, the flat rate of £50 per week had been agreed by MB. He asked MB to consider reviewing that decision and perhaps postpone implementation until further investigated. There was lengthy discussion. If they were to be paid on the basis of the previous MB minutes, it could be interpreted that they would become employees, needing contracts of employment; £50 would be below the minimum wage, etc. Honoraria had the same implications. Agreed GP&F and E&T be delegated to investigate – the former the legal and financial side, the latter to investigate with teachers/musicians/students. Agreed to rescind previous MB minute, and to postpone payment of any kind until further investigations made as outlined.</p> <p>2) <i>Examination tours</i>: In response to a query from Malcolm, David outlined that there was a programme of tours up to 2020; there was a cycle whereby N America were every two years, and so on. If exams were required outside of that schedule, they were required to pay expenses. Reasons for the cycle related to the structure of the old exam system; the new system would be reviewed, starting with the examiners' seminar in 2007, and the tour schedule would be reviewed at the same time.</p>	L Boyd, D N-Harris	17/02/07
5.4	<p>GP & Finance Committee (no meeting)</p> <p>1) The September balance sheet and I&E were circulated, although these had not been seen or discussed by the committee. There appeared to be a quirk in subscriptions – this was part of the issue previously discussed regarding understanding about member numbers and when subs came in.</p> <p>2) Lawrence felt strongly that there was a need to increase subscriptions, to think about what could be done for members, and about investing for members and the Society in the future. William thought it may be difficult to persuade members of the need to increase subscriptions when the Society had so much in hand. There was a suggestion that incremental increases of, say £1, were more acceptable to the membership. David suggested there was a need to consider membership in general – perhaps different types of membership, affiliation, etc.</p> <p>3) Lawrence raised a query regarding terms of reference for committees, and the fact that insufficient people were standing for election. As far as his own committee was concerned, members needed to know what broader experience than finance</p>	Ch, Ch-E, Convenors,	

	was needed. Agreed to start putting skills' register together, MB and committee members, and more broadly. Christina to draft something for inclusion in the next magazine. It would be useful to have a "person specification" for all committees, to be addressed in their profiles. Suggested also include something on donations and legacies in the magazine. Lawrence to discuss shortage of members at next GP&F meeting.	E Gray C France L Boyd	ongoing 31/12/06 02/12/06
6	Branches 1) <i>Allocation of Board members to Branches:</i> Lorna outlined her experience of acting as a Board "contact", which had not been onerous. In the last year, there had been only 3 or 4 issues to follow up. 2) <i>Branch application:</i> Elspeth confirmed that the 'Caledonian Society of Oman' understood the requirements of a Branch, and very much wanted to go ahead. Application approved.		
7	Affiliated Groups Nothing to report.		
8	AOCB 1) <i>Disclosures</i> - many applications were being returned because they had been improperly completed, and considerable delays were being experienced. 2) <i>AGM voting papers</i> – there was a suggestion that voting papers should be anonymous. Branch names had been included to ensure each Branch submitted only the number of papers to which they were entitled, but this could be done differently. 3) Maureen Haynes was to donate £1,000 in Derek's memory towards something to do with young people (preferably) or publications.		
9	Magazine Jimmie intended to fulfil his original intention to do six editions, he had now completed three. The next edition should be going out at the beginning of March. The magazine was a members' magazine, but also a tool of the Board. The biggest problem had been deciding what was to be communicated to members – Jimmie had difficulty getting information. He was dependent on convenors and others informing him about things at least 12 months in advance. He clarified that he was not just editor, but did all typesetting and layout, and produced files for printer; it was unlikely that someone else would be found to combine both roles. He suggested the idea of the editorial board had to change; it was not necessary to have meetings to decide what went in the magazine, but needed people to do work. Convenors' meeting to discuss the possibility of an interim newsletter to let people know about things between magazine issues.		
10	Date of next meeting 17 February 2007.		