

**V**ictorian **S**quare **D**ancing **A**ssociation Inc.

Reg: A0005828F, ABN: 83 174 149 517

A.G.M. Meeting Minutes

To be held on zoom on the 28th of March 2021 at 1pm

1. **Chairperson: -** Andrew Verhoef
2. **Returning Officer: -** Geoff Wallace
3. **Scrutineers (2) none arranged at this stage**
4. **Do we have more than 10% of voting members present to form a quorum?** 163

a) Members = Min of 17 Voting members in attendance – 27 financial members in attendance

1. **Meeting opened: 1:15pm**
2. **Election of a Minute Secretary Sasha-lee Boon**

Moved:- Andrew Verhoef

Seconded:- Sasha-lee Boon

Carried:-

1. **Apologies:** Pat Saunders, Shirley Wilkins, John Barron, Margaret Butcher, Carol Simondson, Colin Dandridge
2. **Attendees:** Laurina Collyer, Nathan Gladman, Robert Borchard, Janice Alexander (Visitor non-member), Rachel Egan, Minneta McGilvery, Don McGilvery, Julie Leydon, Tania Parmley, Ian Becker, Margaret Fyfe, Ann Dugdale, Ralph Weise, Lynette Weise, Phil Leydon, Michael Davey, Alison Tuddenham, Carmel Sinclair, Greig Wight, Keith Brock, Clare Kirby, Geoff Wallace, Andrew Verhoef, Howard Cockburn, Brenda Cockburn, Sasha-lee Boon, Charmaine Jameson, Glen Cassar
3. **Recognition of Delegates:-**

**VCA Janice Alexander  
RDAV Alison Tuddenham**

1. **Confirmation of the minutes of the 2020 A.G.M.**

Moved:-Carmel Sinclair

Seconded:- Ian Becker

Carried:-

1. **Correspondence:**
2. None Received
3. **V.S.D.A. Presidents Report: - Andrew Verhoef**

At the AGM in Lakes Entrance, I had the honour of being elected to the position of President of the VSDA. As my first job as President, I had the pleasure of cooking sausages on Monday morning of the convention. Well, what a wild ride it has been these last 12 months. Who would have guessed that square dancing and Victoria would be thrown into lock down for more than 10 months?

With my first committee meeting to be held in April and COVID-19 locking down Victoria on the 23rd of March it was a mad scramble to find a suitable solution to be able to hold meetings. We welcomed ZOOM into our monthly meetings.

With the continuation of Victoria being in lookdown the VSDA started holding fortnightly ZOOM Meeting to keep in contact with its members. These were well attended until the end of November when we stopped them.

The committee have worked hard on updating the guidelines for all functions that we host to bring them into line with recommendations made from previous convenors.

As one of the Victorian representatives I have attended several meetings with the National Square Dancing Society of Australia as well as their Promotional sub-committee. One of things that came out from these meeting is for February 28th to be a National Square Dance Day. The VSDA are looking at hosting an event in 2022 to support the promotion of square dancing on a National level.

Over the last year I have continued to support the VSDA fundraising Bunnings BBQ’s by being the appointed chef behind the BBQ. I enjoy spending this time being out with other vsda members and getting us seen in the community. I regularly post on the VSDA Facebook page and group events and updates that are happening in square dancing. I have supported the committee and dancers through this trying time of Covid and all the challenges that it has put in front of us.

On a personal note, I have enjoyed the challenges of being President this year and look forward to again representing the dancers on the VSDA committee if re-elected this year.

Moved:- Andrew Verhoef

Seconded:- Tania Parmley

Carried:-

1. **Treasurer’s Report: -** **Clare Kirby**

**Current financial position as of 31st December 2020:**

Bank Balance $ 21,512.60

Term Deposit $ 20,758.82

YTD Income $ 9,604.19

YTD Expenses $ 25,919.68

YTD Loss $ 16,315.49

**Advance Income & Expenses – Not yet recognised**

*(This is due to subscriptions in multiple years ie 3 year membership income is recognised for each year separately for our financial records.)*

Membership $ 160.00 To be recognised 1st Jan-21

$ 160.00 To be recognised 1st Jan-22

SAV Subscription $ 149.00 To be recognised 1st Jan-21

$ 149.00 To be recognised 1st Jan-22

Insurance $ 329.61 Jan-21 to Aug-21 to be recognised 1st Jan-21

**Attached are the following reports:**

Profit & Loss Report YTD December 2020 and 2019 for your comparison

Balance Sheet as at 31st December 2020 and 2019 for your comparison

Job Summary Reports YTD December 2020 for 2020 State Convention and the SAV

**Payables as of 31st December 2020:**

This represents State Convention 2021 dancer registrations to be refunded $311.55

Several extraordinary transactions / journals were processed this year in order to reconcile various balance sheet accounts that have had an impact on the reported loss for the year as detailed below.

1. State Convention 2019 dancer registration income of $2,145.43 not previously recognised.

2. Insurance expense $876.63 is made up of $ 641.20 prior year insurance not expensed written off as

Insurance premiums paid.

3. Registrar Float $100, now expensed.

4. Inventory $ 160.86, representing State Convention year bars now expensed.

5. Property & Equipment, WDV as at 1st January 2020 was $ $3,597.04, it was identified by the audit in 2019.

that the VSDA is not eligible to claim depreciation and as such it was recommended to expense the

WDV which has now been actioned.

A review of the income for the 2020 State Convention identified that the funds received in 2019 were recorded as income in 2019 which has impacted the income declared for the 2020 fiscal year.

Moved:-Andrew Verhoef

Seconded:- Glen Cassar

Carried:-

1. **S.A.V. Editor’s Report: - Ann Dugdale**

We have had a marked number of non-renewals for the Print SAV this year. It seems many are now more than happy with the pdf version. From posting out 105 per month during 2020, we now have only 75 subscriptions for the printed format….. well under the required 100 copies (minimum) for getting the discounted “printed publication” price.

Therefore, from the March issue, I made the decision to print then SAV myself and save money which could then be used towards the higher rate of postage.

To give you a guide to how the costs differ, here is a table showing the prices -

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COST** |  | **February** |  | **March** |
| Each individual copy |  | $2.28 (from Snap Printing) |  | $0.45 (printed by me) |
| Postage |  | approx. $1.00 (print post price) |  | $2.20 (normal postage) |
|  |  |  |  |  |
| Total - per person |  | $3.28 |  | $2.85 |
|  |  | Slightly higher than the subscription price. |  | Covered by the subscription price. |

Each SAV subscription costs $3.00 per issue or $36.00 per year.

**I would like to make a proposal regarding the future of the Print SAV….**

I am prepared to make the extra time available for printing & collating the SAV, as the number has reduced to a manageable quantity.

As you will see from the table below, we are losing approximately 30% of print subscriptions per year. Based on this, I would like to suggest that we make the decision to no longer offer the Print SAV to new subscribers, **BUT** that we honour the subscriptions that have already been placed. This has the effect of gradually fading out the print version and saving the Treasurer from having to refund many varying amounts to those subscribers.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2019** | **2020** | **2021** |
| **SAV - posted** | 156 | 105 | 75 |

The pdf email version will not be affected by this decision.

Moved:-AnnDugdale  
 Seconded:-Lynnette Weise

Carried:-

Motion: To discontinue the print copy of the SAV.

Moved:- Andrew Verhoef

Seconded:- Ann Dugdale

Carried:-

1. **Friendship Officers Report:- Maria Beerans**

During 2020, from January until December, I have mailed 36 cards.

13 “Get well” cards

15 “Sympathy” cards

4 cards for special birthdays (100, 80 and 60 years)

1 card for an Anniversary (50 Years of Calling)

1 card for a new grandchild

and 2 cards “Thinking of you”

In 2019 I mailed 70 cards. It seems that during the isolation months we did not have many occasions to celebrate or get ill.

During January and February 2021 a total of 5 cards have been mailed.

2 “Sympathy” cards

1 “Get well” card

1 Card for a Wedding

and 2 cards “Thinking of you”

I would like to ask any Caller, Cuer and dancer to please keep me informed, so I can mail a card for any occasion, good or bad, to make dancers feel they are not forgotten by the VSDA dancers and/or the VSDA Committee.

Even if you are not a VSDA member, any square dancer can contact me for this reason. My phone number is 0418 404 308, and I can also be reached by email; mary.oz.squares@gmail.com

I would like to continue in the role of “Friendship Officer” of the VSDA, for many years to come, and I enjoy the contact and interaction with the dancers.

Moved:- Sasha-lee Boon

Seconded:- Ian Becker

Carried:-

1. **Membership Report:- Ann Dugdale**

**Number of Members –**

**2020 2021**

**Female** - 118 87

**Male** - 98 91

**Assoc.** - 9 7

**Total** - **225** **185** - as of 24/3/21

2021 Renewals posted out - 155

2021 Renewals received back - 116

We have had a good many renewals returned this year. Many of the non-renewals are due to age and/or ill health. Unfortunately, some people do not return the paperwork (either by mail, email or sms photo) and I need to constantly check the bank statements to see the payments made directly to our bank account. It is also made harder by some giving no reference details (ie: name or membership number) - although these are becoming less each year.

I have noticed this year that there has been a marked increase in the number of members who have chosen to receive only the emailed pdf version of the SAV, rather than pay extra for the print copy.

For those who have renewed this year, I will get the receipts & membership cards out to you within the next few weeks.

Moved:- Ann Dugdale

Seconded:- Phil Leydon

Carried:-

Charmaine Jameson: Question as to why the renewals were sent out so late?

Ann: It won’t happen again.

Howard Cockburn: Question as to why there is a difference between membership number in report vs at the start of the meeting

Ann: This is due to some of these being association members.

Charmaine Jameson: Is it possible for renewals to be sent out 30 days in advance before memberships expire so that people have time to budget for it?

Ann: This year was a once off and in future it will be sent out in October.

1. **2020 State Convention Report, 51st State Convention Lakes Entrance: - Carmel Sinclair**

Firstly I would Iike to thank the entire Convention Committee for their work and dedication, in making the State Convention in Lakes Entrance a success. The venue was well suited to the function and could be recommended for future State Conventions.

It was great to have a local dancer from the region to be our Guest of Honour, that being Max Hodder, Caller from the Paynesville Club. Congratulations to Greig Wight, who was nominated to receive a VSDA Service Award. The 2 Programmers, Laurina Collyer and Coral Wegmann did a great program of dancing together, incorporating Come and Try session, for Squares and Rounds, Round Dancing, High Energy Dancing on the Sunday afternoon. The Callers had the floor rocking on Theme night with their calls. Decorations by Bob and Marge and their team, did a great job with the Theme with Pelicans and Dolphins. Lyn Weiss with the assistance of the local Lioness Club, kept everyone’s thirst at bay. It is great to include the local community in helping out with our fantastic activity. Venue Managers Tim Lowry and Greig Wight running smoothly and getting the local fire brigade to shake their tins for donations after the fires ravaged the area. They also organised the barbeque before everyone set off for their trips home. Mary Beerens looked after finances making sure bills were paid. Sasha, our promotions person kept everyone updated on Facebook and distributed registering forms around the Clubs. Lorraine Lowry as secretary, made sure any correspondence was acted upon and a good support to anyone else on the committee. I would like to thank Sandy Symons and Lorraine Lowry for doing the First Aid for the week-end. There were only a few minor incidents. Once again I thank the State Convention committee for all their hard work in making the State Convention in Lakes Entrance a success. There are some recommendations from the convention and these have been passed onto the next Convention Convenor. In total approximately $6000 was donated to the Lakes Entrance CFA which they were very grateful for, thank you to all those dancers who helped make contributions.

Moved:- Carmel Sinclair

Seconded:- Geoffrey Wallace

Carried:-

1. **Promotion Report: - Sasha-lee Boon**

This year has been incredibly quiet on the promotions side due to covid-19 restrictions. Things that have been done prior to covid include Meetups; a social media for finding new activities and interests, 2 new feather banners advertising square dancing for use at any public events or future dances to be placed outside of the hall/venue, continued use of Facebook page and group. On a national level Andrew and Sasha have been delegates for the National Square Dance Society and have been involved in getting promotional material being made more widely available throughout the whole of Australia by using the National website. On there you will now find, videos promoting square dancing with the 1800 number listed and national website, 2 x national radio advertisements, a variety of new flyers, other resources used in the past. These are all for use within Australia by any club, caller or cuer or dancers and if you have any questions please contact Sasha or Andrew. We will be continuing to offer assistance with promoting square dancing to any clubs that would like help. This can include meetups, Facebook, community notice boards, council, real estate boards and radio contacts. Looking forward to seeing you all on the dance floor and may the year ahead bring us one full of dancing.

Moved:- Sasha-lee Boon

Seconded:-Charmaine Jameson

Carried:-

Charmaine Jameson: Congratulations to Sasha for putting her hand up and doing promotions on a State and National level.

1. **V.C.A. Presidents Report: -**

It is interesting to reflect that a little over twelve months ago, our last report was delivered in person at the AGM held during the State Convention and that due to the global COVID 19 pandemic the VCA and the VSDA have not been able to work together on any functions since. While it is great that most clubs are now back dancing, the past year has seen our members develop skills in areas not previously envisaged. I pay tribute to the VCA members in learning new skills in “zooming” and in maintaining a “club” feel in holding regular zoom get togethers with their clubs. The VCA also held some meetings and sessions via zoom and were very excited that restrictions were lifted to allow us a face to face gathering for Christmas. We welcomed a new member to the VCA in Mark Collins. We congratulate Julie and Matt on the safe arrival of their daughter, Ellie. While we adapt to the new “COVID normal”, we are planning for future events with a caller seminar weekend on the horizon.

We are looking forward to a time when we are able to enjoy VSDA functions and we look forward to working with the VSDA on functions in the future, as circumstances permit.

Moved:- Janice Alexander

Seconded:- Ralph Weise

Carried:-

1. **R.D.A.V. Presidents Report: -**

The RDAV encourages all cuers to participate in dances run by the VSDA and VCA throughout the year. Due to Covid-19 restrictions, social dances for both Squares and Rounds have been severely limited over the last year. We are looking forward to the resumption of social dancing events in 2021. Round Dance Program Managers will continue to encourage cuers to submit for consideration, rounds of their own choosing as well as those on State and National lists. The RDAV is committed to the promotion of Square and Round Dancing and a spirit of co-operation between the associations.

Some RDAV associated clubs continued to teach and dance throughout the 2020 Stay At Home Restrictions, via Zoom. We are happy to report that RDAV associated cuers now have their clubs back in full swing! RDAV cuers remain keen to mentor anybody wishing to learn to cue.

The RDAV committee have met regularly to discuss the necessary business related to round dancing and to plan social dances, including our 2021 Spring Festival. A quarterly magazine, Around Rounds, was distributed to all members.

Once again, the RDAV look forward to working with the VCA and VSDA throughout the year.

Moved:- Alison Tuddenham

Seconded:-Glen Cassar

Carried:-

1. **Ratification of Fees: - No Raise in fees recommended this year due to Covid-19**
2. **General Business:**
3. Amendment to the VSDA Operational By-Laws please find attached document.

|  |  |  |
| --- | --- | --- |
| Date: | Motion No: | Amendment |
| 28.03.2021 | 2021-02 2 (d) i | Old: Membership Officer: - to maintain the membership database |
|  | Moved: Andrew Verhoef  Seconded: Geoffrey Wallace | New: Membership Officer: - to maintain the membership database and distribute to the Secretary an updated list in an agreed format each month. |
| 28.03.2021 | 2021-03 2 (h) | Old: The Elected Offices and 1 other general committee member form a general review committee |
|  | Moved: Andrew Verhoef  Seconded: Carmel Sinclair | New: Any 2 Committee members from independent households; with the approval of the committee; form a Financial Review Committee at the conclusion of the financial year and sign off on a certificate verifying that the financial records give a true and fair view of the financial position and performance of the association during and at the end of its last financial year. |
| 28.03.2021 | 2021-04 3 | Old: For all functions run by the Association the dress code shall be as per Victoria Square Dancing Association Dress Code. As amended.  The most up to date dress code will be posted on the VSDA website and this dress code to be the one applicable |
|  | Moved: Andrew Verhoef  (Amendment moved: Howard Cockburn  Seconded: Tania Parmley)  Seconded: Ann Dugdale  Carried | New: For all functions run by the Association, the dress code shall be as per the Australian National Conventions Committee dress code.  The most up to date dress code will be posted on the VSDA website.  Amended: For all functions run by the Association, the dress code shall be as per the Australian National Square Dance Convention Board dress code.  The most up to date dress code will be posted on the VSDA website. |
| 28.03.2021 | 2021-05 13 (d) | Old: N/A |
|  | Moved: Andrew Verhoef  Seconded: Robert Borchard | New: The incoming committee after each AGM is to update the schedules attached to these bylaws, to reflect any changes or updates required; with the exception of; Schedule A01 (The Awards Criteria) which is maintained by the awards panel. |
| 28.3.2021 | 2021-06 5 (b) | **Old:** All nominations must be sent to: -  Life Membership Panel  PO Box 3164  Frankston East VIC 3199 |
|  |  | **New:** All nominations must be sent to: -  Life Membership Panel  C/O: The VSDA Secretary  (Please see the website for the current address) |

Moved:- Andrew Verhoef

Seconded:- Ann Dugdale

Carried:-

1. The VSDA committee has decided to put forward a motion for the current members as of the date of the 30th of June 2020 to have their membership extended by a further 12 months due to Covid 19. This extension will mean that for the year of 2022 membership fees will be waived. This decision needed to be approved by members at an AGM due to our by-laws.  
   Motion: “That we extend membership to adopt the 30th of June 2020 for the membership date to be used as a point for Covid-19 compensation.”

Moved:- Andrew Verhoef

Seconded:- Lynette Weise

Carried:-

Robert Borchard:

Ann: If you were a member at the date of the 30th of June 2020 the vsda will add an extra year at the end of when you have paid up to. If you have a 3 year membership the free year will be added onto the end whenever that may be.

1. **Special Business:**

Carmel Suggestion to send out new membership cards to current members.

Ann: I’ve held off on this so that I don’t have to send out membership cards and receipts twice.

1. **Election of Officers.**

Scrutineers: Howard Cockburn and Janice Alexander

As per the model rules the members must decide on how many general committee members will be elected for the following year and therefore the current committee put forward the following motion.

**Motion: That there be only 8 General committee members positions for the year 2021-22 as well as our 4 office bearers.**

Moved:- Andrew Verhoef

Seconded:- Glen Cassar

Carried:-

I now declare all positions vacant. The meeting is now handed over to Geoffrey Wallace

|  |  |  |  |
| --- | --- | --- | --- |
| Election of Officers POSITION | MOVED | SECONDED | RESULT |
| **PRESIDENT**  Andrew Verhoef | Glen Cassar | Sasha-lee Boon | Andrew Verhoef |
| **VICE PRESIDENT**  Glen Cassar  Robert Borchard | Sasha-lee Boon  Clare Kirby | Andrew Verhoef  Ann Dugdale | Election Decision: Robert Borchard |
| **SECRETARY**  Sasha-lee Boon | Andrew Verhoef | Glen Cassar | Sasha-lee Boon |
| **TREASURER**  Clare Kirby | Brenda Cockburn | Robert Borchard | Clare Kirby |
| **GENERAL COMMITTEE**  Glen Cassar  Greig Wight  Carmel Sinclair  Ann Dugdale  Phillip Leydon Declined  Geoffrey Wallace Declined  Rachel Egan Declined  Diane Morris (Not present to accept and no proxy vote received)  Julie Leydon  Charmaine Jameson  Tania Parmley  Nathan Gladman  Laurina Collyer (Declined) | Sasha-lee Boon  Robert Borchard  Robert Borchard Brenda Cockburn  Ralph Weise  Ralph Weise  Ralph Weise  Ian Becker  Robert Borchard  Glen Cassar  Sasha-lee Boon  Sasha-lee Boon  Robert Borchard | Andrew Verhoef  Lyn Weise  Phillip Leydon  Robert Borchard  Carmel Sinclair  Phillip Leydon  Phillip Leydon  Tania Parmley |  |

1. Introduction of the New Committee.

Executive Committee for 2021-22

President Andrew Verhoef

Vice President Robert Borchard

Treasurer Clare Kirby

Secretary Sasha-lee boon

General Committee for 2021-22 Glen Cassar, Greig Wight, Carmel Sinclair, Ann Dugdale, Julie Leydon, Charmaine Jameson, Nathan Gladman

1. Meeting closed at: 2:47pm