

Victorian Square Dancing Association Inc.  
Reg: A0005828F, ABN: 83 174 149 517  
A.G.M. Meeting Minutes 2022  
Was held on the 3rd of April 2022 at 10am  
Join Zoom Meeting  
<https://us02web.zoom.us/j/86787993072?pwd=TVRFM1JQbDgvS1c4ak0yZGhsQTJGdz09>  
Meeting ID: 867 8799 3072  
Passcode: 191528



1. **Chairperson:** - Andrew Verhoef
2. **Returning Officer:** - Howard Cockburn
3. **Scrutineers decision Members in attendance.**
4. **Do we have more than 10% of voting members present to form a quorum?**
  - a) Members = Min of 10% =22 voting members in attendance –
  - b) Andrew Verhoef, Sasha Boon, Jenny Tingate, Rex Tingate, Kath Mosbey, Howard Cockburn, Brenda Cockburn, Pat Saunder, Glen Cassar, Julie Leydon, Marg Fyfe, Keith Brock, Ann Dugdale, Philip Leydon, Greig Wight, Carmel Sinclair, Geoff Wallace, Maria Beerans, Tania Parmley, Laurina Collyer, Wayne Parmley, Ken Wain, Charmaine Jameson, Robert Borchard (arrived late at 10:15am)
5. **Meeting opened: 10:14am**
6. **Election of a Minute Secretary: Sasha-lee Boon**

Moved:- Andrew Verhoef  
Seconded:- Carmel Sinclair  
Carried:-
7. **Apologies: Ted Dugdale, Bev Casey, Arthur Busch,**
8. **Proxy Received: Ted Dugdale nominating Andrew Verhoef as his proxy.**
9. **Recognition of Delegates:-**

VCA No representative  
RDAV No representative
10. **Confirmation of the minutes of the 2021 A.G.M.**

Moved:- Glen Cassar  
Seconded:- Geoff Wallace  
Carried:-
11. **Correspondence:**
  - a) None Received
12. **V.S.D.A. Presidents Report: - Andrew Verhoef**

Over the last year there has been not much happening in square dancing due to unfortunate circumstances. The VSDA continue to hold monthly meetings and have been working tirelessly on future plans that have however not come to fruition at this time. The VSDA have produced flyers and business cards that have been distributed to most clubs throughout Victoria; which were interested in receiving and distributing these. The remainder we will continue to distribute to any other clubs that would like them. If all of these resources are consumed the VSDA will consider printing more on a regular basis as the need arises. We continue to be optimistic about the future and look forward to the State Convention in September 2022.

Moved:- Andrew Verhoef  
Seconded:- Tania Parmley  
Carried:-

13. **Treasurer's Report:** -This year I took over as Treasurer in October of 2021 after Clare resigned in July. Throughout the year it has been very quiet due to covid situation and lack of events and membership renewals due to the free year. All issues brought up in the end of year audit have been addressed. The books are in order and are open to any of our members who would like to view them at any time please get in contact with the Treasurer or Secretary to arrange a time that suits. Looking forward to the year ahead.  
Attached are end of year reports,  
2021 2020  
Bank Balance \$19,818.19 \$21,512.60  
Term Deposit \$22,616.90 \$20,758.82

YTD Income \$7,193.35 \$9,604.19  
YTD Expenses \$11,329.27 \$25,919.68  
YTD Loss \$4,135.92 \$16,315.49

### Financial Internal Audit Report: Prepared by Andrew and Sasha

Andrew and Sasha sat down with the financials on Saturday the 29<sup>th</sup> of January 2022. All Reimbursement forms, receipts, Bank statements and MYOB transactions have been checked. Any discrepancies or irregularities have been listed below so that they can go on the record for transparency and future clarity. These are mostly bookkeeping processes vs number errors ie incorrect cost centre entered. The following was found and should be noted for the record.

1. 14<sup>th</sup> of December 2021 CAV and Zoom Reimbursement should be transferred and put in MYOB separately as per reimbursement forms.
2. 2.8.21 listed as VSDA postage should be \$39.90 Toner, \$160 SAV Postage
3. 10.9.21 VSDA Postage should be listed as SAV postage \$158 and Web hosting \$83.50 and should be separated in MYOB.
4. Suggest for future years that postage and toner should be entered in separately into MYOB so that we can ascertain the printing costs for future budgets.

The above 4 items were investigated and found to be recorded correctly in MYOB software but the detail doesn't come through on the printed Job Activity Detailed Listing.

1. 14<sup>th</sup> of December 2021 Friendship Officer Reimbursement of which \$16.40 was found without receipts. Motion Moved on January 31<sup>st</sup> 2022 Meeting to accept and acknowledge
2. \$15 Megan Hope refund, note was put on bank transfer receipt to give detail as to what had happened.
3. Incorrect Invoice was included in Hall Hire of State Convention 2022 it has been removed leaving the 2 correct ones.
4. Put notes and details on transaction listings if it doesn't have a clear indication of what it is.
5. Details in Square to identify transactions ie member number new treasurer has worked out that in order to do this transactions need to be completed on Computer vs App on phone.
6. 30.7.21 \$32 Deposit was made with no information recorded. Investigation found that this was a deposit for SAV Advertising for Australiana and a note was made on the books.
7. 8.6.21 \$18 refund no information, a note was made to identify (Matt Dwyer accidental transfer note made)
8. Cheque 2966 for \$205 refund to Ian Becker State Convention Cancellation issued to Diane Morris was this presented? Sasha has called NAB it doesn't appear to have been presented. Sasha also called Diane and left message. Need to know more information ie date of cheque if it was crossed not negotiable. We can do a stop payment on the cheque and do a different payment method to refund. Turns out after investigation that a Cheque was not written instead it appears a square payment was made. A note was put in the paperwork and the Cheque.
9. 23.2.21 Ann Dugdale difference in reimbursement amount was to make up for an error found in 2020 for the value of \$25.85.
10. Invoice date made by Ann for SAV advertisement was incorrect year. Have called Ann and she has confirmed this is a once off mistake.
11. Spoke to NAB signatories need to be sorted again as they still aren't correct. Claire and Lorraine still have signing authority on cheques. Robert and Glen don't have signature images captured on computer and therefore can't sign cheques. Suggest that Andrew, Sasha and Glen go into branch again to sort this out. Remove Claire and Lorraine. Capture Glen's signature. Suggest at least 1 new signatory should be put on as Carmel and Robert aren't able to do online banking transfers so there needs to be replacements done.
12. Update Term Deposit in MYOB from \$20758.82 to \$22616.90. After investigation this was completed and has been updated in MYOB and the Balance sheet. This error dates back to 2017 and wasn't picked up on previous audits. Note for future treasurers to add the accrued interest to the Term deposit after renewal each year.
13. Update Transaction 6-1373 00000215 SAV2021 SAV 2021 14/12/2021 \$145 should be swapped to Job code 6-1276. This has been completed. It was found we have multiple Job codes for the same items in future suggest cleaning this up a bit.
14. For future reference when a membership renewal is paid prior to the end of financial year all monies received appear on the bank statement but are not listed in MYOB for that financial year. Rather they are put against the future year and will appear in MYOB at that time. As a result of Square fees they will still be in the fee listing with the members name but without any credit for that year. For a 3 year membership this will appear in MYOB over the future 3 years.

Please find attached revised copies of:

2021 Balance Sheet  
2021 Profit and Loss  
2021 Job Summary

Howard Question funds for the National Convention Board sent through?

Answer Andrew this was done at the maturity of the term deposit back in 2019

Moved: Glen Cassar

Seconded: Carmel Sinclair

Carried:

**14. S.A.V. Editor's Report:** - This past year has been another quiet year for the SAV. Club reports are not regular, as there is very little for them to report, however, most months there has

been something from the majority. Let's hope that 2022 will see a return to many reports, as well as lots of photos.

The self-print job has become a bit easier for me this year with the number of printed copies reduced by approximately ½. I now only need to print 35 copies each month, which at 8 A4 sheets both sides is a total of 280 pages to print..... a saving of a few hours. A new basic printer was purchased recently by the V.S.D.A. to allow me to continue the printing, as my old one finally wore out.

I still enjoy putting the SAV together each month. I get a number of emails from dancers mentioning how much they have enjoyed being able to keep in touch this way. Please keep your contributions coming in.

Moved: Ann Dugdale

Seconded: Maria Beerans

Carried:

**15. Membership's Officers Report:- No Report received**

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

During 2021 I have mailed 44 cards.

- 17 Sympathy cards
- 9 "Get well" cards
- 8 "Thinking of you" cards
- 2 Cards to celebrate a wedding
- 1 Card to celebrate a special anniversary
- 4 Cards to celebrate special birthdays
- 1 Card for a first grandchild
- 2 Cards to celebrate the birth of a child
- 2022 For the first 3 months
- 22 cards sent

Many people find me to thank me for the cards sent through from me and the VSDA  
 Read out a thank you message that was received.

Please keep me informed on people who could do with a cheer me up.

Ph: 0418404308

Email: [mary.oz.squares@gmail.com](mailto:mary.oz.squares@gmail.com)

Andrew: Thank you to Maria for your time in the role.

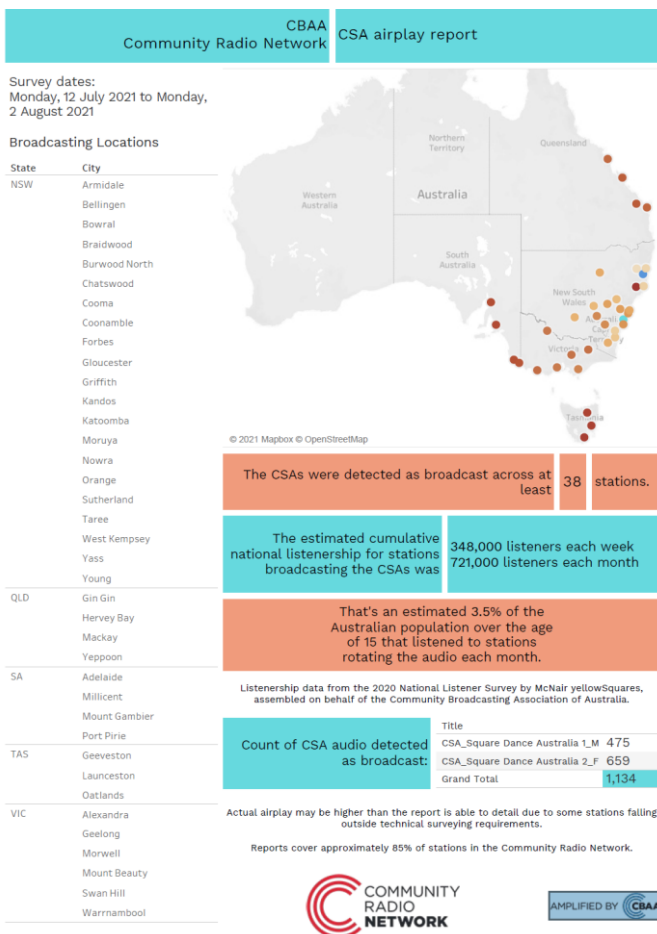
Moved:- Maria Beerans

Seconded:- Howard Cockburn

Carried:-

## 17. Promotion Report: Sasha

Unfortunately due to Covid 19 we have been unable to do much in relation to promotions this year. Things that we have done is collaborate with NSW and SA societies to run a national radio advertisement please see below:



Promotional hopes and plans for 2022:

Radio Advertising

Moved:- Sasha Boon

Seconded:- Marg Fyfe

Carried:-

## 18. V.C.A. Presidents Report: -

Once again the regular activities of the VCA and our members were disrupted by the restrictions of COVID 19. In the past twelve month period we have been able to have one regular meeting and we were able to enjoy our Christmas meeting with partners. Despite the restrictions, we continued to meet over zoom and conduct skills and development sessions to meet the needs of the members. Now practised at running club nights over Zoom, our members once again held regular zoom gatherings providing a forum for the dancers to stay connected with each other and their clubs. Most of our members were able to resume club activities in November and we look forward to continuing during 2022. At the time of writing, we are anticipating our first face to face meeting for 2022 in February. During the year Di Jameson was involved in a serious car accident and has had a slow road recovering from the injuries she suffered. Julie Leydon has decided not to renew her VCA membership this year, but to focus on her family. However, we are happy to welcome Tony Bowring back to the VCA after several years in New South Wales. The VCA continues to look forward to working with the VSDA and RDAV.

Janice Alexander, President, Victorian Callers Association

As submitted

## **19. R.D.A.V. Presidents Report: - Alison Tuddenham**

I am pleased to present this report on behalf of the RDAV.

The Committee of Management convened meetings as scheduled, mostly via zoom. One was face-to-face and we took the opportunity to also hold a decorations working bee (for the Spring Festival) directly after official business was attended to.

Four issues of Around Rounds magazine were produced and have been an important means of keeping members in touch during our restraints from dancing together. The DVD Dance Library continues to be maintained by the Membership Officer, with phases III and IV proving popular. Publicity this year has mainly been through the RDAV Website and Facebook pages. In house publicity was via the Around Rounds magazine and flyers sent by email.

Three social dances were held in the past twelve months: Christmas/AGM virtual Dance (22nd November 2020), Valentine's Day Dance at Surrey Hills (13th February 2021), RDAV Belated 21st Birthday at Surrey Hills (11th July 2021). Due to Covid, the RDAV Spring Festival was postponed. Our thanks go to everyone who helped to organize these functions and to our many members who supported us to make these events memorable.

There are four clubs in Victoria run by cuers affiliated with the RDAV – Sunnyside Rounds Thursday (now run by Philip Poile and Alison Tuddenham), Harlequin Rounds (Coral and Barry Wegmann), Sunnyside Sunday (Ella Whyte) and Panda Rounds (Phillip Poile and Alison Tuddenham). Panda Rounds held an Introduction To Round Dancing and commenced beginners in May, before switching to Zoom as lockdowns occurred. Harlequin Rounds also recommenced, and whilst Coral and Barry were on holiday, Ella Whyte ran Harlequin's Monday afternoon dance. Thursday and Sunday dances at Pietro Road ran whilst Covid restrictions allowed.

Our Cuer Coordinator, Coral Wegmann, submitted Showcases and Experimentals to ARDA on behalf of Victoria. The accepted dances were 'Just Another Woman in Love' (Rumba) and 'Fallen' (also a Rumba). Due to the cancellation of the 2021 National Convention, these dances were taught via zoom by Paula and Warwick Armstrong.

We were fortunate to once again conduct a Bunnings Sausage Sizzle in February, just prior to another lockdown. Many thanks to all our volunteers working under tight Covid-Safe restrictions. The money raised has been donated to the 2021 Spring Festival account. The committee reluctantly decided to postpone the 2021 Spring Festival due to Covid. The Spring Festival will now be held in June of 2022, and we look forward to support from local and interstate dancers. Paula & Warwick Armstrong have again agreed to be our guest cuers/teachers.

The Committee of Management fully appreciates the input and commitment of the cuers, without whom the RDAV could not operate successfully, and congratulates them for their efforts.

## **20. Ratification of Fees: - Increase from \$22 to \$24**

**Moved: Andrew Verhoef**

**Seconded: Glen Cassar**

Ken question have we lost money in the past year?

Andrew answer yes we have lost money and we haven't made any money over the last 2 years due to covid. Cost of everything including postage etc has gone up.

Brenda Stuck between rock and a hard place suggest increase by small increments vs a large jump in a few years time.

Vote: 24 in favour, 1 abstained carried by majority

**3 Year membership \$60 increase to \$65**

**Moved: Andrew Verhoef**

**Seconded: Robert Borchard**

Vote: 24 in favour, 1 abstained carried by majority

## **21. General Business:**

Promotions NSDSA and VSDA would love volunteers to help promote square dancing within Australia and Victoria. Need any help or would like to help please reach out via phone or email.

## **22. Special Business: None**

## **23. Election of Officers.**

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 2022-23**

Moved:- Andrew Verhoef

Seconded:- Greig Wight

Carried:- vote 25 in favour 0 against

Comments:

Ann suggests we reduce to 6 as we have been struggling to get the numbers in past years.

Brenda is there any problem leaving at 8 and if we only get 6?

Answer: No just means 2 positions are left empty and can be filled later in the year should anyone be interested.

Scrutineers: All members to keep record and count for the election

Meeting handed over to Howard Cockburn

Moved: Greig

Seconded: Charmaine

Carried: 0 against

All positions now declared vacant.

| Election of Officers POSITION   | MOVED   | SECONDED                             | RESULT   |
|---|---|--------------------------------------|--|
| <b><u>PRESIDENT</u></b><br>Andrew Verhoef   | Geoff Wallace   | Maria Beerans                        | Andrew Verhoef   |
| <b><u>VICE PRESIDENT</u></b><br>Robert Borchard<br>Sasha-lee Boon   | Greig Wight<br>Sasha-lee Boon   | Carmel Sinclair<br>Charmaine Jameson | 10 Robert vs 11 Sasha<br>Decision Sasha-lee Boon   |
| <b><u>SECRETARY</u></b><br>Julie Leydon   | Glen Cassar   | Geoff Wallace                        | Julie Leydon   |
| <b><u>TREASURER</u></b><br>Glen Cassar  | Geoff Wallace   | Carmel Sinclair                      | Glen Cassar  |
| <b><u>GENERAL COMMITTEE</u></b><br>Ann Dugdale<br>Robert Borchard<br>Julie Leydon<br>Greig Wight<br>Carmel Sinclair rejected<br>Tania Parmley<br>Laurina Collyer<br>Charmaine Jameson | Nathan<br>Greig<br>Charmaine Jameson<br>Maria Beerans<br>Maria Beerans<br>Glen Cassar<br>Maria Beerans<br>Tania Parmley | Ted Dugdale<br>Carmel                | Result:<br>Ann Dugdale<br>Robert Borchard<br>Greig Wight<br>Tania Parmley<br>Charmaine Jameson |

Howard handed meeting back to the new president Andrew Verhoef

#### 24. Introduction of the New Committee.

Executive Committee for 2022-2023

President Andrew Verhoef

Vice President Sasha-lee Boon

Treasurer Glen Cassar

Secretary Julie Leydon

General Committee for 2022-23 Ann Dugdale, Robert Borchard, Greig Wight, Tania Parmley, Charmaine Jameson

3 general committee positions empty and open to nominations from our members this will be advertised in the next sav.

Friendship Officer nomination outside of committee Maria Beerans

Andrew Verhoef: Thank you to the 2021-2022 Committee.

#### 25. Meeting closed at: 11:14am

(All Reports were carried by majority unless otherwise stated.)