



Sugarfoot Stomp AGM 2020/2021

Agenda

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2. Board Member Resignations
3. Sugarfoot Stomp Performance Report
 - Non-Financial Information
 - Financial Information
4. Sugarfoot Stomp Business Plan 2021
5. Sugarfoot Stomp Budget 2021
6. Calendar of Outputs
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8. Board Motions
 - Motion 1: Privacy Officer
9. Election and Re Election of Board Members
10. Election of Treasurers + Account Signatories
11. Election of Code of Conduct Committee

*All roles pending on Financial Member application being accepted for 2021

12. Next AGM Date
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Sugarfoot Stomp AGM 2020/2021 Meeting Minutes

Location: Thistle Hall Meeting Room

Date: Saturday 27 February 2021

Time: 2:00pm-4:00pm

Meeting Opened: **2:04pm**

Chairs: Amy Burt / Hamish Cameron / Steph Fairless

Minutes: Amy Burt

Present Members: Jenny Harding, Kara Knight, Hamish Cameron, Harriet Richards, Amy Burt, Tom Eastman, Steph Fairless, Bernice Jackson, Andrew Bredenkamp

Present Non-Members: Derrick Oliver

Welcome

Thank everyone for coming to the AGM / Agenda outlined / Members and Non-Members to sign in on the form and all invited for a drink afterwards.

2019 AGM Meeting Minutes

Motion to Accept the 2019 AGM Meeting Minutes: Amy Burt

Seconded: Harriet Richards

All in favour: yes

Any against: no

Abstention: no

Motion Carried: unanimously

Board Member Resignations

Steph Fairless: Saturday 27 February 2021

Elise Broadbent: Saturday 27 February 2021

Sugarfoot Stomp would like to acknowledge the volunteer work of Elise Broadbent as a founding member and board member for the past 3 years helping to build and guide Sugarfoot Stomp.

Sugarfoot Stomp would also like to acknowledge the volunteer work of Steph Fairless who came on board as Board Member and Treasurer for the 2020 year.

Both Steph and Elise were presented with a card and small gift as a token of appreciation. Elise will receive hers via mail.

Sugarfoot Stomp Performance Report 2020

- Non-Financial Information

Presented By Board Member Amy Burt

Sections read aloud by Amy Burt

This is a lovely document explaining the non-financial and financial information of Sugarfoot Stomp for the Charities Tier 4 reporting produced by Amy Burt. It celebrates in pictures, graphs, quotes, videos and statistics the journey and structure of Sugarfoot Stomp over 2020.

Non-Financial Highlights from the Performance Report

- Pg 21: Policy and Procedure documents have been a focus of the Business Plan in 2020 and they help with the governance and sustainability of Sugarfoot Stomp. The annual surveys help with lending a voice to the direction of Sugarfoot Stomp for the next year.
- Pg 23: COVID-19 Response
- Pg 16 & 35: Building and Connecting the Community and the events organised by Hamish Cameron. Also the acknowledgement of Hamish Cameron and Sam Copeland's work on the Halloween Ball in 2020.
- Learning How To: acknowledgement of the class teachers sticking with Sugarfoot Stomp during the challenges of 2020.

Financial Information

Financial Report + Attached Notes Presented By Treasurer Amy Burt

- Financial Accounts have been peer reviewed by Carleen Pimm on 2nd February 2021
- Treasury recommendations in the report have been approved by the Board in 2020

In Summary

- Raise \$10,000 in savings in the bank to act as a 'buffer' or 'rainy day fund'
- Summer Hop to be reviewed by the Treasury at the beginning of 2022. The Treasury will make further recommendations then based on the financial position of Sugarfoot Stomp.
- No online platforms for raising funds. People pay in cash or via bank account.
- Moving forward, all Sugarfoot Stomp board members and members need to understand the frugality needed and the focus for members to generate income with no losses in 2021 and beyond to cover overheads and the budget plan.

Motion for the Sugarfoot Stomp Performance Report 2020 to be accepted: Amy Burt

Seconded: Harriet

All in favour: yes

Any against: no

Abstention: no

Motion Carried: unanimously

Board Members Hamish Cameron and Steph Fairless signed the Sugarfoot Stomp Performance Report 2020.

Sugarfoot Stomp Business Plan 2021

Business Plan Presented By Board Member Amy Burt

- From the Sugarfoot Stomp Information Portal those who use it to plan workshops and events can give feedback to the board on their experience using the process to help the board review policy and procedures.

Motion for the Sugarfoot Stomp Business Plan 2021 to be accepted: Hamish Cameron

Seconded: Harriet Richards

All in favour: yes

Any against: no

Abstention: no

Motion Carried: unanimously

Sugarfoot Stomp Budget 2021

Budget for 2021 Presented By Treasurer Amy Burt

- Discussion about how to raise funds to cover overheads, making up the loss and savings target. Amy Burt asked for a decision on which plan to follow. The 3 year, 5 year or 6 years. There is a need to be conservative with the spending and it was highlighted that more members help out with generating income. External help through grants as well.
- The members would like to review progress at the AGM in 2021/2022

Tom Eastman Motioned that the 5 year target be Sugarfoot Stomp's financial target to make back the loss, cover the overhead and meet the \$10,000 savings goal. This is raising **\$5,490.40** in 2021 with the increase of \$100 to that figure over the next 5 years until 2025.

Seconded By Kara Knight

All in favour: yes

Any against: no

Abstention: no

Motion Carried: unanimously

Motion for the Sugarfoot Stomp Budget 2021 to be accepted: Harriet Richards
Seconded: Hamish Cameron
All in favour: yes
Any against: no
Abstention: no
Motion Carried: unanimously

Calendar of Outputs

Calendar of Outputs Presented By Amy Burt

- Outlines the Sugarfoot Stomp year. Will be flexible and a 'living' document to keep track of Sugarfoot Stomp's outputs. Helps to write the Performance Report for 2021. Events are evenly distributed during the year.

Motion for the Calendar of Outputs to be accepted: Amy Burt
Seconded: Bernice Jackson
All in favour: yes
Any against: no
Abstention: no
Motion Carried: unanimously

Sugarfoot Stomp Information Portal: Google Site

Information Portal Google Site Presented By Amy Burt

Motion for the Sugarfoot Stomp Information Portal: Google Site to be accepted: Amy Burt
Seconded: Andrew Bredenkamp
All in favour: yes
Any against: no
Abstention: no
Motion Carried: unanimously

Board Motions

All board motions were emailed to the members 28 days before this AGM. All motions and rule changes are signed by 3 members of Sugarfoot Stomp as well as on the last page of the updated Constitution for 2021. The official seal is stamped on each document.

Motion 1: Privacy Officer

Motion for the Privacy Officer to be accepted into the Constitution: Amy Burt
Seconded: Kara Knight
All in favour: yes
Any against: no
Abstention: no
Motion Carried: unanimously

Election and Re Election of Board Members

Re Election of Board Members

- Amy Burt
- Hamish Cameron

Motion for the 2021 re-elected board members to be accepted pending financial member application being accepted for 2021: Harriet Richards
Seconded: Bernice Jackson
All in favour: yes

Any against: no
Abstention: no
Motion Carried: unanimously

New Board Members

- Application from Maxine Burt via email. Read aloud by Amy Burt. Come on the board as managing the grant applications.
- Application from the floor: Bernice Jackson

Motion for the 2021 Board to be accepted pending financial member application being accepted for 2021: Show of hands by members: All in favour and carried unanimously

Election of Treasurers + Account Signatories (Board Member)

Re-Election of Primary Treasurer + Dual Membership Coordinator Role

- Amy Burt

New Secondary Account Signatory (non-board member position)

- Steph Fairless

Motion for the 2021 treasurers and account signatories to be accepted pending financial member application being accepted for 2021: Hamish Cameron

Seconded: Harriet Richards

All in favour: yes

Any against: no

Abstention: no

Motion Carried: unanimously

Election of Code of Conduct Committee

Hamish Cameron (board member)

** Role still needs to be filled _____ (member)

- Note a member must fill the role on the Code of Conduct Committee**

Motion for the 2021 Code of Conduct Committee to be accepted pending financial member application being accepted for 2021: Amy Burt

Show of hands by members: All in favour and carried unanimously

Election of Sugarfoot Stomp Organisational Roles

(Multiple people can take on roles)

Board Member Roles

Membership Coordinator: Amy Burt

Classes Coordinator: Hamish Cameron

Privacy Officer: ** Role still needs to be filled

Next AGM Date

Early as possible

12th February 2022 (not to clash with Art Deco weekend or events later on)

2021 Membership opens on Monday 1 March 2021

General Business

Archives

Amy Burt presented the x2 Sugarfoot Stomp Minute Archive books

Membership Subscriptions

Raise as per Financial Report

In 2020 for 21 members the Membership subscriptions raised \$610. This does not meet the operating costs for running Sugarfoot Stomp. Membership Subscriptions would need to be \$130.00 for 21 members to cover just the operating costs.

Treasury has recommended to raise the subscriptions by \$5 in the financial report.

Members do have the option of doing a one off donation to Sugarfoot Stomp.

Members can claim GST provided that the donation;

- Is over \$5
- Has a donation receipt signed by the treasurer with the correct information
- Filed for 7 years for IRD purposes.

Members not keen to raise the subscriptions by more than \$5.

A discussion on possibly gifting membership was had.

Members voted for the \$5 increase and this was passed unanimously by a show of hands.

\$35 Waged

\$25 Unwaged

Member Involvement

It's not all about the board running Sugarfoot Stomp. The Board's role is governance / finances and policy to oversee the operations.

The real running of Sugarfoot Stomp is done by the members.

Great to see an increase in member involvement eg Sam Copeland in Halloween Ball 2020

Kara Knight running Spellbound Blues in May 2021

Steph Fairless starting up classes in Martinborough 2021

Bernice Jackson taking the charge in workshops

So exciting to have members running their passion projects. The board has all the processes in place to help members to find success and is clear on what the role of the Board / Treasurer and Member is within these projects.

The Treasurer has been clear that 2021 is our make or break year and has faith in the members of Sugarfoot Stomp, now that they know the full financial story will come through with generating income.

There is a need for members to be generating income to meet our **\$5,490.40** target in 2021 as a first step towards financial stability over 5 years in 2025.

Events are not classed as generating income. Instead looking at how Sugarfoot Stomp can collect donations, get more people into class etc.. There is a need for more members meetings before the Southern Cross dance events to share ideas about events, ask for help and delegate jobs.

Open to the Floor

Thanks to Amy Burt for AGM preparation and to Maxine Burt for the advice and guidance with the accounts over 2020. Thanks to Carleen Pimm for Peer-Reviewing the financial accounts.

Steph Fairless is keen to seek out more opportunities in Martinborough.

Meeting Closed: 3:50pm