



## Sugarfoot Stomp AGM 2021/2022

### Agenda

1. Welcome
  2. Motion to accept the Minutes from AGM 2020/2021
  3. Board Member Resignations
  4. Sugarfoot Stomp Performance Report 2021 + Sign Report
    - Non-Financial Information
    - Financial Information
  5. Sugarfoot Stomp Operations Plan 2022
  6. Sugarfoot Stomp Budget 2022
  7. Calendar of Outputs
  8. Sugarfoot Stomp Information Portal: Google Site
  9. Board Motions
    - Motion 1: Rule Change: Board Member
    - Motion 2: Rule Addition: Board Member
    - Motion 3: Purpose of an Annual General Meeting
    - Motion 4: Process for calling a Society Meeting
  10. Election and Re Election of Board Members (Get information from New Board Members)
  11. Re Election of Treasurer + Account Signatories
  12. Election of Code of Conduct Committee
  13. Election of Cultural Officers
- \*All roles pending on Financial Member application being accepted for 2022
14. Next AGM Date
  15. General Business
    - Archives
    - Annual Appeal 2021: Awards
    - Member Projects for 2022
    - Open to the Floor

## Sugarfoot Stomp AGM 2021/2022 Meeting Minutes

**Location:** Thistle Hall Meeting Room

**Date:** Saturday 26 February 2022

**Time:** 2:00pm-4:00pm

**Meeting Opened:** 2.06pm

**Chairs:** Amy Burt, Hamish Cameron, Bernice Jackson, Maxine Burt

**Minutes:** Amy Burt

**Present Members:** Jenny Harding, Helen Atkinson, Derrick Olivier, Bernice Jackson, Jo Wallace, Harriet Richards, Alan Collins, Andrew Bredenkamp, Hamish Cameron, Amy Burt

**ONLINE Present Members:** Maxine Burt, Kara Sage

**Vote By Proxy:** Steph Fairless, Tom Eastman (Board Vote)

**Present Non-Members:** n/a

## **Welcome**

Thank everyone for coming to the AGM / Agenda outlined / Members to sign in on the paper form and all invited for a drink afterwards. All documents sent out prior to the meeting.

## **2020/2021 AGM Meeting Minutes**

Motion to Accept the 2020/2021 AGM Meeting Minutes: Hamish Cameron

Seconded: Harriet Richards

All in favour: Yes

Any against: No

Abstention: No

Motion Carried: Anonymous

## **Vote By Proxy**

The following members have issued their vote by Proxy: Tom Eastman, Steph Fairless. Via email.

## **Board Member Resignations**

Bernice Jackson: Saturday 26 February 2022

Sugarfoot Stomp would also like to acknowledge the volunteer work of Bernice Jackson who came on Board as Board Member for the 2021 year.

Bernice was presented with a card and small gift as a token of appreciation.

## **Sugarfoot Stomp Performance Report 2021**

- Non-Financial Information

Presented By Board Member Amy Burt

Sections read aloud and highlighted by Amy Burt

This document explains 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 2021. It will be submitted to the Registered Charities as part of the Annual Return and shared on the website.

## **Non-Financial Highlights from the Performance Report**

### **A. Learning How To**

- The significant donations over 2021 from members and non-members pg 11
- Classes/Workshops kept going over 2021 pg 18+20
- 42% of the total operating time was with COVID-19 Government implemented restrictions pg 21
- Celebrating Steph Fairless who ran extensive activities using Sugarfoot Stomp as a platform 'over the hill' in Martinborough and Greytown pg 22

### **B. Building and Connecting the Community**

- Spellbound Blues was the first ever event to be run by a Sugarfoot Stomp Member- Kara Sage who was not connected to the Board pg 28

### **C. Keeping it all Running**

- The Profit Share Cap Committee formed a new policy around how the profits are shared from classes and workshops. Many thanks to the members who contributed their time to participate in the meetings and discussions to arrive at an outcome that supports the Sugarfoot Stomp Charity pg 38.
- 30% of members participated in the Annual Member survey. There were 7 responses in total to the Annual Community survey. The Board would like to see a higher participation

rate in 2022 as these surveys contain testimonies to strengthen the Performance Report and the Board's Strategy Meeting to plan for the next year pg 38.

- Areas of organisation and management. Summary of the outputs for 2021 pg 44.

## Financial Information

Financial Report Presented By Treasurer Amy Burt

- Financial Accounts have been peer reviewed by Carleen Pimm on Sunday 23rd January 2022. These were done very quickly and easily as Xero was used for the first time since Sugarfoot Stomp began in 2018. Carleen commented that the accounts were all in order and easy to peer review due to the accuracy of the reconciliations by the treasurer using Xero. No questions were asked/raised from the peer reviewer about the accounts pg 52.
- Sugarfoot Stomp generated a **surplus of \$5,259.37** in 2021. This is a big contrast to the (\$4,219.12) Financial LOSS in 2020 pg 46.
- Able to transfer \$6,000 into the savings bank account -01 pg 40.
- Sugarfoot Stomp is well on the way to raising \$10,000 as a 'buffer' or 'rainy day fund'. This number will need to be *slightly higher* for 2022 and beyond due to the rise in outgoings from new insurance and music licensing costs.
- **Following the treasury strategy plan clearly worked and will need to continue.**
- The treasurer now has a much better understanding of what is possible when the accounts are tracked properly over a full financial year pg 56.
- The 5 year savings plan voted in the AGM for 2020/2021 is well on track to be met. Adjustments were made for the 2022 Budget and current savings goals to reflect the increase in outgoings.

## Treasury Recommendations

In Summary

- To raise *more than* \$10,000 in savings in the bank to act as a 'buffer' or 'rainy day fund'. Keep adjusting to current numbers of outgoing costs.
- No online platforms for raising funds. People pay in cash or via bank account.
- Facilitator invoices to be sent to the treasurer within 2 weeks of the amount being issued to them and no longer.
- There is still money outstanding from 2021 that is to be reviewed by the Board pg 56.
- Related Party Transactions have been recorded pg 55.
- Moving forward, Sugarfoot Stomp is not out of the woods yet. All Sugarfoot Stomp members need to understand the frugality needed *and* the focus for members to generate income, with no losses, in 2022 and beyond to cover overheads and the budget plan.
- Continue to follow the current treasury strategy and processes. They are working.
- Take time to really celebrate the successes of 2021.

Motion for the Sugarfoot Stomp Performance Report 2021 to be accepted: Maxine Burt

Seconded: Jo Wallace

All in favour: Yes

Any against: No

Abstention: No

Motion Carried: Anonymously

Board Members Hamish Cameron and Bernice Jackson signed the Sugarfoot Stomp Performance Report 2021.

## Sugarfoot Stomp Operations Plan 2022

Operations Plan Presented By Board Member Amy Burt

- See Operations Plan for Constitutional focus and Further Aims pg 2.
- x2 Cultural Officers from the membership base to put some structure around promoting the Cultural aspects of dance. This is a Constitutional focus identified from the Board Strategy Meeting in 2021.
- Collect Data: Number of times officers have connected with the community
- Some Cultural Aspects of the Dance: History, Black Lives Matter, Video sharing via social media platforms, Gathering together and sharing food, Swing movie night, picnic.
- Already collecting data through registration forms for classes / workshops. Will help to make decisions on what to do.
- Idea is to provide opportunities to be involved with Sugarfoot Stomp.
- Designed to be easy / manageable. The measured goals are EASY to track.
- ABCs of Sugarfoot Stomp shown through the Calendar of Outputs budget for 2022 pg 3.
- Organisational Roles explained pg 5.
- Language Change: 'Teacher' will change to *Class, Workshop, or Event Facilitator*. This is to be more inclusive of our community, recognise Swing Dance as a cultural dance, and to encourage the message that all members are facilitators pg 6

Motion for the Sugarfoot Stomp Operations Plan 2022 to be accepted: Bernice Jackson

Seconded: Hamish Cameron

All in favour: yes

Any against: no

Abstention: no

Motion Carried: unanimously

## Sugarfoot Stomp Budget 2022

Budget for 2022 Presented By Treasurer Amy Burt

*From AGM 2020/2021*

- *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*

- **Overview with treasury operating process pg 1**
- Overheads have increased pg 2
  - Onemusic for music licencing
  - Volunteer Wellington
  - Insurance for Sugarfoot Stomp
- Total budget has gone **UP** in 2022. Numbers have doubled from 2021 pg 2+3
- Sugarfoot Stomp has FREE subscriptions for operating as a charity pg 4.
- 5 year savings target outlined. Were able to save \$6,000 in 2021. Expenses have increased. These factors are reflected in the 5 year savings target for 2022 pg 5.
- Should be able to make \$3,000 from Classes and Workshops pg 6.
- Annual Appeal raised \$800. In the Performance Report (pg 27 & 28) there were 4 members and 2 non-members that raised money. The treasurer expects MORE people to contribute to fundraising in the Annual Appeal for 2022. We can do better pg 6.
- Donations in 2021 are a factor in the final profit figures.

- In 2021 it was looking like the membership subscription amounts would have to be raised to \$100 plus. With the accurate tracking on the financials the membership subscription figures are able to be adjusted to \$45.00 for waged members and \$40.00 for unwaged members. This is a pleasing outcome and shows the importance of accurately tracking the Sugarfoot Stomp accounts pg 6.
- Grants are not an option. You can only apply for/have one grant at a time. These are mainly for Māori and Pacifica projects. Therefore the Annual Appeal is crucial for members to raise funds.

Motion for the Sugarfoot Stomp Budget 2022 to be accepted: Harriet Richards

Seconded: Derrick Olivier

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 2022. All activities are evenly distributed during the year to balance out the A, B, C's. Nothing is deleted off the sheet- it is crossed off.
- This will be added to the Sugarfoot Stomp Information Portal: Google Site so all financial members have access to help plan their proposals.

Motion for the Calendar of Outputs to be accepted: Alan Collins

Seconded: Andrew Brendenkamp

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

- Information portal will keep on evolving. It is an important part of the membership package as it contains information on how to put together proposals for classes / workshops / events.
- It will be updated throughout the year.
- For current financial member use ONLY. Not to be shared outside the organisation.

Motion for the Sugarfoot Stomp Information Portal: Google Site to be accepted: Jo Wallace

Seconded: Helen Atkinson

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 2022. The official seal is stamped on each document. The copies are kept in the Board Google Shared Drive. The originals are filed with the treasurer.

### **Motion 1: Board Member Rule Change**

Motion 1 to be accepted into the Constitution: Andrew Brendenkamp  
Seconded: Maxine Burt  
All in favour: Yes  
Any against: No  
Abstention: No  
Motion Carried: Unanimously

### **Motion 2: Board Member Rule Addition**

Motion 2 to be accepted into the Constitution: Harriet Richards  
Seconded: Derrick Oliver  
All in favour: Yes  
Any against: No  
Abstention: No  
Motion Carried: Unanimously

### **Motion 3: Purpose of an Annual General Meeting**

Motion 3 to be accepted into the Constitution: Harriet Richards  
Seconded: Jo Wallace  
All in favour: Yes  
Any against: No  
Abstention: Helen Atkinson  
Motion Carried: Unanimously

### **Motion 4: Process for calling a Society Meeting**

Motion 4 to be accepted into the Constitution: Harriet Richards  
Seconded: Bernice Jackson  
All in favour: Yes  
Any against: No  
Abstention: Helen Atkinson  
Motion Carried: Unanimously

## **Election and Re Election of Board Members**

### *Re Election of Board Members*

- Amy Burt
- Hamish Cameron
- Maxine Burt

Motion for the 2022 re-elected board members to be accepted pending financial member application being accepted for 2022: Bernice Jackson  
Seconded: Harriet Richards  
All in favour: Yes  
Any against: No  
Abstention: No  
Motion Carried: Unanimously

## *New Board Members*

Being on the Board is easy now. It is a very different operating Board to 2019. Operations are settled and the role is very clear. Being a Board Member has nothing to do with organising classes / workshops / events or being able to facilitate these. The Board looks after the governance and strategy of Sugarfoot Stomp.

Positions are for a minimum of 1 year and you can choose to stay on after that. 3 meetings per year with one strategy meeting in November. All meeting dates are set. The Board is looking to expand to x7 Board Members (and is after x4 new members). The 2021 Board Members identified that diversity is needed on the Board.

There is a new Board Member Induction Document that outlines how the Board Operates to make the transition easy. New Board Members are not expected to do anything major for the first year, just coming along to the meetings to learn about the operation.

- Application from the floor: Alan Collins

Motion for the 2022 Board to be accepted pending financial member application being accepted for 2022: Show of hands by members: Accepted

Possible new Board Member: Harriet Richards (TBC)

### **Re-Election of Treasurer + Account Signatories (Board Member)**

*Re-Election of Primary Treasurer + Dual Membership Coordinator Role*

- Amy Burt

*Re-Election of Secondary Account Signatory (non-board member position)*

- Steph Fairless

Motion for the 2022 treasurers and account signatories to be accepted pending financial member application being accepted for 2022: Maxine Burt

Seconded: Hamish Cameron

All in favour: Yes

Any against: No

Abstention: No

Motion Carried: Unanimously

### **Election of Code of Conduct Committee**

Hamish Cameron (board member)

\_\_\_\_\_ (member)

Member role to be filled at Member Meeting.

Motion for the 2022 Code of Conduct Committee to be accepted pending financial member application being accepted for 2022: Bernince Jackson

Show of hands by members: Yes

## **Election of Sugarfoot Stomp Organisational Roles**

(Multiple people can take on roles)

### *Board Member Roles*

**Membership Coordinator:** Amy Burt (Dual Treasurer Role)

**Privacy Officer:** Internally filled by the Board (TBC)

**Health and Safety Officer:** Internally filled by the Board (TBC)

### *Member Roles*

**Cultural Officers:** None from the floor - Have to raise at the Member Meeting. Positions must be filled in early 2022.

### **Next AGM Date**

Saturday 25th February 2023

(not to clash with Art Deco weekend or other events)

Membership opens on Sunday 27th February 2022 (late)

## **General Business**

### **Archives**

Amy Burt presented the x3 Sugarfoot Stomp Minute Archive books.

### **Annual Appeal 2021 Winners**

Congratulations to Jo Wallace and Jenny Harding for raising the most funds for the 2021 Annual Appeal: Dance-a-thon. They were presented with a small prize.

### **Member Involvement: Member Projects 2022**

All Sugarfoot Stomp Member Projects Operate Separately. They are **not** connected financially. There are definite PERKS to operating your member projects through Sugarfoot Stomp as opposed to running these independently or teaching through a dance school.

- Code of Conduct Protection
- Access to instant Database (audience) through Social Media (Facebook, Instagram)
- Membership Protection through the Sugarfoot Stomp Constitution
- Money Handling/Treasury/Accounting/Registrations all done for you by the treasurer using Xero and Management Sheets through the Sugarfoot Stomp Google Suite. All done for FREE through the treasurer's volunteer time.
- 'How To Guides' provided for FREE
- Protected by Sugarfoot Stomp Insurance
- Music Licensing is covered
- Being a member is the discount for Sugarfoot Stomp
- Membership Subscriptions help to pay for the operation of Sugarfoot Stomp
- Able to deliver your particular passion for swing dancing

### **Open to the Floor**

Thanks to Amy Burt for AGM preparation and preparing the Performance Report 2021.

Thanks to Carleen Pimm for Peer-Reviewing the financial accounts.

**Membership Drive:** Over the next few weeks after the AGM. March/April. Need 15 members.

**Meeting Closed:** 3:23pm