



Sugarfoot Stomp AGM 2022/2023

Society Meeting Agenda

1. Welcome
2. Motion to accept the Minutes from AGM 2021/2022
3. Board Member Resignation
4. Sugarfoot Stomp Performance Report 2022 + Sign Report
 - *Non-Financial Information*
 - *Financial Information*
5. Sugarfoot Stomp Operations Plan 2023
6. Sugarfoot Stomp Budget 2023
7. Calendar of Outputs 2023
8. Sugarfoot Stomp Information Portal: Google Site
9. Board Motions
 - *Motion 1: Rule Change: 2. Registered Office*
 - *Motion 2: New Rule: 5. Managing Board*
 - *Motion 3: New Rule: 6. Purpose of the Board*
 - *Motion 4: Rule Change + New Rule: 7. Roles of Board Members*
 - *Motion 5: Rule Change: 7. Roles of Board Members*
 - *Motion 6: New Rule: 7. Roles of Board Members*
 - *Motion 7: New Rule: 7. Roles of Board Members*
 - *Motion 8: New Rule: 7. Roles of Board Members*
 - *Motion 9: Rule Change: 10. Board Meetings*
 - *Motion 10: Rule Change: 17. The Register of Members*
 - *Motion 11: Rule Change: 17. The Register of Members*
 - *Motion 12: Rule Change: 18. Code of Conduct*
 - *Motion 13: Rule Change: 19. Code of Conduct Committee*
 - *Motion 14: New Rule: 30. Society Meetings*
 - *Motion 15: Rule Change: 30. Society Meetings*

Election of Sugarfoot Stomp Organisational Roles

10. Re Election and Election of Board Members (Information from New Board Members*)
11. Re Election of dual Treasurer/Secretary + Account Signatories
12. Election of Secondary Treasurer / Secondary Secretary
13. Election of Code of Conduct Committee
14. Election of Privacy Officer
15. Election of Health and Safety Officer
16. Election of Cultural Officer(s)

*All roles pending on Financial Member application being accepted for 2023

17. Appointment of the next Reviewer for the Financial Accounts 2023
18. Next AGM Date
19. General Business
 - *Archives*
 - *Annual Appeal 2022: Award*
 - *Member Projects for 2023*

Sugarfoot Stomp AGM 2022/2023 Meeting Minutes

Location: Thistle Hall Meeting Room

Date: Saturday 25 February 2023

Time: 12:15pm - 2:15pm

Meeting Opened: 12.19pm

Chair: Maxine Burt

Minutes: Amy Burt

Board Members: Harriet Richards, Alan Collins

Present Members: Amy Burt, Maxine Burt, Harriet Richards, Alan Collins, Tom Eastman, Jo Wallace, Andrew Bredenkamp, Bernice Jackson, Amy-Lou Turner, Dylan Chong

Apologies: David Wiley, Paula Hay, Jenny Harding, Kara Sage

Vote By Proxy: 0

Present Non-Members: Cameron Thiele, Stephen York

Welcome

Given by Maxine Burt. Welcome to the 5th Sugarfoot Stomp AGM for 2022/2023.

2021/2022 AGM Meeting Minutes

Motion to Accept the 2021/2022 AGM Meeting Minutes: Jo Wallace

Seconded: Andrew Bredenkamp

All in favour: Yes

Any against: No

Abstention: No

Motion Carried: Anonymous

Vote By Proxy

The following members have issued their vote by Proxy: 0 Via email.

Board Member Resignations

Maxine Burt: Saturday 25th February 2023

Sugarfoot Stomp would also like to acknowledge the volunteer work of Maxine Burt who came on Board as Board Member for the 2021 and 2022 years. Maxine also stepped in and completed the accounting in 2019 from the bank statements due to the absence of a Treasurer. Maxine says it is a pleasure and hopes more people will join in the governance of the society. It's been an excellent learning experience and a good thing to do as a member.

Sugarfoot Stomp Performance Report 2022

- 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 2022. It will be submitted to the Registered Charities as part of the Annual Return and shared on the Sugarfoot Stomp website.

Non-Financial Highlights from the Performance Report

A. Learning How To

- Regular Lindy Hop and Collegiate Shag Classes operating pg 18
- Free Performance Troupe Sessions to facilitate learning of routines to the community pg 18
- 9 Saturday Stomp workshops with regular attendance offering a range of dance styles pg 20
- High attendance at the Open Partnered Blues x4 class block pg 21
- 72% of total operational weeks were with COVID-19 restrictions pg 21

B. Building and Connecting the Community

- Regular social dancing at Southern Cross throughout the year pg 23 + 24 *The Southern Cross required an increase in bar sales for Sugarfoot Stomp to continue Sunday Socials in 2023. The community put in their best effort through social media posts / themed events / performance opportunities / promoting the importance of attendance to members however the Wellington swing dance scene is currently too small for what the Southern Cross required.*
- Performances facilitated by the Sugarfoot Stomp Performance Troupe pg 23 + 24
- Cultural Officer sharing content pg 24
- Spellbound Blues event pg 25
- Annual Appeal pg 25

C. Keeping it all Running

- Regular Board Meetings pg 30 + 32
- Regular Member Meetings pg 30 + 32
- Board Orientation Meeting / Strategy Meeting pg 30 + 32
- Code of Conduct Meetings organised in 2022 pg 30
- Volunteer hours tracked. However these hours are not reflective of all the volunteer time in 2022 as the google form was not regularly updated by Members. Recommendations into 2023 are that members must take responsibility for tracking their hours using this form so Sugarfoot Stomp has an accurate reading of the volunteer time for the Registered Charities and Sugarfoot Stomp data. pg 32
- Communications have been streamlined in 2022 with regular Member Updates in newsletter form pg 32
- SugarSnaps designed for a quick Member Memo as a one page sheet pg 32
- Kiaora mailing list set up via google suite. Has been very effective and easy to operate. The google form is linked to the website along with the general queries. A big improvement on the old mailchimp system that went straight to individuals' spam folders and took far longer to set up pg 32
- Information Portal updated throughout 2022 pg 34
- All Sugarfoot Stomp Policy and Procedure documents COMPLETED. Are on a review cycle set at the Strategy Meeting pg 36
- Insurance policy cover pg 36
- Police Vetting agency pg 36

- Profit Share Cap is working as expected with a noticeable benefit for Sugarfoot Stomp and now fully meeting constitutional aims and objectives pg 36
- Strategic Pathway developed and consulted on with Members pg 36
- Annual Survey improvement in numbers. Recommendation for 2023 is for more members to participate in the Member Survey as this sets the direction for Sugarfoot Stomp in the next year pg 36
- \$0 Losses in 2022 Financial Year pg 38
- Membership numbers averaging around 26 / 27 pg 38

Financial Information

Financial Report Presented By Treasurer Amy Burt

- The ultimate success of the 2022 finances is through following the Financial Report and Strategy. This is an example of excellent governance by the Board pg 52
- Xero is essential for the accounting and now gives comparisons between 2021 and 2022 pg 52
- The Treasurer thanks the patience of members as growing the finances takes time spanning quite a few years. The organisation is playing the long game for ultimate success. This means that all current financial processes are fully fit for purpose enabling the financial position of Sugarfoot Stomp readily ascertained at any point in time as the Board requires via the constitution pg 52
- Membership Subscriptions **DO NOT** cover the overheads and operational costs. Member projects are a choice and fixed income from these activities are **NOT GUARANTEED** at any given time throughout the year.
- Loss of Profit from 2021 from payments not followed up by facilitators were written off as irrecoverable pg 52
- Loss of Profit from 2022 from payments in Learn to Swing Dance were unable to be traced as they were cash payments pg 52
- Account Signatories changed in October.
- Account Signatories gained access to the 02 account in this change.

Treasury Recommendations

In Summary

- **All financial processes to remain the SAME** for 2023 until Sugarfoot Stomp meets its financial strategy as advised by the Treasurer.
- The finances require careful management as the Membership Subscriptions **DO NOT** cover the overhead and operations costs. There is also the factor of building the savings too on top of that.
- Follow the Budget for 2023.
- Facilitators to issue their invoices within 2 weeks to help the Treasurer with ascertaining the financial position.
- All payments TO Sugarfoot Stomp settled within the due date. It takes more time to track and chase up missing payments.

Motion for the Sugarfoot Stomp Performance Report 2022 to be accepted: Bernice Jackson

Seconded: Tom Eastman

All in favour: Yes

Any against: No

Abstention: No

Motion Carried: Anonymous

Board Members Harriet Richards and Alan Collins signed the Sugarfoot Stomp Performance Report 2022.

Sugarfoot Stomp Operations Plan 2023

Operations Plan 2023 Presented By Board Member Amy Burt

- Overall Strategic Pathway pg 01
- ABC's of Sugarfoot Stomp pg 02
- General Society aims with Measures of Success pg 03
- Specific Constitutional Focus pg 04
- Budget of Outputs 2023 / Calendar of Outputs pg 05
- Organisational Roles pg 07
- Policy and Procedures to be Reviewed and Updated in 2023 pg 07
- List of Policy and Procedures pg 08

Motion for the Sugarfoot Stomp Operations Plan 2023 to be accepted: Bernice Jackson

Seconded: Jo Wallace

All in favour: Yes

Any against: No

Abstention: No

Motion Carried: Anonymous

Sugarfoot Stomp Budget 2023

Budget for 2023 Presented By Treasurer Amy Burt

- Overview of Financial Operations pg 01
- Order of financial priority spending:
 1. Overheads + Operating Budget met
 2. Savings Target of \$20,000 in the 01 account
 3. Event Savings in 02 account
- In 2022 it was indicated by the Treasurer that the Strategy would need to be adjusted depending on the financial end of year accounts. The strategy has been updated to outline the finances needed for the savings plan in 01 account, the everyday account function, and the new 02 account for building an event fund to benefit members pg 02
- Overheads \$3,620.92 + Operating Budget \$1,320.00 TOTAL = **\$4,940.92** pg 02
- There was an extra \$100 added to the overhead budget in 2022 to account for price increases. There was a total of \$170.13 overhead increase in 2022. This has been taken into account for 2023 budget pg 03
- New Member Benefits for 2023: Golden Tickets + Sunday Social Profits pg 06
- Savings target of \$20,000. Profit still to make is \$4,198.40. Split over the next 3 years will be \$1,399.47 pg 07
- Profit Targets. Classes and workshops need to bring in \$3,500.00 to keep Membership Subscriptions at the current price pg 08
- Financial System Comments pg 08

Motion for the Sugarfoot Stomp Budget 2023 to be accepted: Andrew Bredenkamp

Seconded: Bernice Jackson

All in favour: Yes

Any against: No

Abstention: No

Motion Carried: Anonymous

Calendar of Outputs

Calendar of Outputs Presented By Amy Burt

- The ABC's from the Operations Plan 2023 are plotted on the Calendar of Outputs google sheet.
- Access by members ONLY through Sugarfoot Stomp Information Portal.
- Before planning project proposals- check the calendar for a free weekend away from other events.
- Events that do not happen are crossed out- not deleted as the record is needed to write the Performance Report for 2023.

Motion for the Calendar of Outputs to be accepted: Jo Wallace

Seconded: Bernice Jackson

All in favour: Yes

Any against: No

Abstention: No

Motion Carried: Anonymous

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.
- You can now directly add people via their email as a published viewer on the google site.
- 2022 Members will be taken off and re-added after new subscriptions have been paid.

Motion for the Sugarfoot Stomp Information Portal: Google Site to be accepted: Tom Eastman

Seconded: Jo Wallace

All in favour: Yes

Any against: No

Abstention: No

Motion Carried: Anonymous

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 on the Board Motions Document as well as on the last page of the updated Constitution for 2023.

The documents are stamped with the Sugarfoot Stomp logo. The copies are kept in the Board Google Shared Drive. The originals are filed with the treasurer.

Colour Key: **Rule Change** **New Rule**

Motion 1. Rule Change: 2. Registered Office

Motion 1 to be accepted into the Constitution: Andrew Bredenkamp

Seconded: Harriet Richards

All in favour: Yes

Any against: No

Abstention: No

Motion Carried: Unanimously

Motion 2. New Rule: 5. Managing Board

Motion 2 to be accepted into the Constitution: Jo Wallace

Seconded: Bernice Jackson

All in favour: Yes

Any against: No

Abstention: No

Motion Carried: Unanimously

Motion 3. New Rule: 6. Purpose of the Board

Motion 3 to be accepted into the Constitution: Andrew Bredenkamp

Seconded: Jo Wallace

All in favour: Yes

Any against: No

Abstention: No

Motion Carried: Unanimously

Motion 4. Rule Change + New Rule: 7. Roles of Board Members

Motion 4 to be accepted into the Constitution: Bernice Jackson

Seconded: Andrew Bredenkamp

All in favour: Yes

Any against: No

Abstention: No

Motion Carried: Unanimously

Motion 5. Rule Change: 7. Roles of Board Members

Motion 5 to be accepted into the Constitution: Jo Wallace

Seconded: Harriet Richards

All in favour: Yes

Any against: No

Abstention: No

Motion Carried: Unanimously

Motion 6. New Rule: 7. Roles of Board Members

Motion 6 to be accepted into the Constitution: Harriet Richards
Seconded: Bernice Jackson
All in favour: Yes
Any against: No
Abstention: No
Motion Carried: Unanimously

Motion 7. New Rule: 7. Roles of Board Members

Motion 7 to be accepted into the Constitution: Bernice Jackson
Seconded: Tom Eastman
All in favour: Yes
Any against: No
Abstention: No
Motion Carried: Unanimously

Motion 8. New Rule: 7. Roles of Board Members

Motion 8 to be accepted into the Constitution: Alan Collins
Seconded: Bernice Jackson
All in favour: Yes
Any against: No
Abstention: No
Motion Carried: Unanimously

Motion 9. Rule Change: 10. Board Meetings

Motion 9 to be accepted into the Constitution: Jo Wallace
Seconded: Bernice Jackson
All in favour: Yes
Any against: No
Abstention: No
Motion Carried: Unanimously

Motion 10. Rule Change: 17. The Register of Members

Motion 10 to be accepted into the Constitution: Andrew Bredenkamp
Seconded: Bernice Jackson
All in favour: Yes
Any against: No
Abstention: No
Motion Carried: Unanimously

Motion 11. Rule Change: 17. The Register of Members

Motion 11 to be accepted into the Constitution: Jo Wallace
Seconded: Andrew Bredenkamp
All in favour: Yes
Any against: No
Abstention: No
Motion Carried: Unanimously

Motion 12. Rule Change: 18. Code of Conduct

Motion 12 to be accepted into the Constitution: Bernice Jackson
 Seconded: Jo Wallace
 All in favour: Yes
 Any against: No
 Abstention: No
 Motion Carried: Unanimously

Motion 13. Rule Change: 19. Code of Conduct Committee

Motion 13 to be accepted into the Constitution: Bernice Jackson
 Seconded: Jo Wallace
 All in favour: Yes
 Any against: No
 Abstention: No
 Motion Carried: Unanimously

Members raised points around non-members' privacy rights during a complaint procedure being raised. A discussion took place on this. Amy pointed out that non-members do not have the right of reply as the constitution is a members right. The Code of Conduct Committee had discussed this in their Meeting #2 in 2022. However, more time might be needed around this subject. As AGM Chair Maxine suggested that we concentrate on the constitution as proposed, which was a wording change. Members agreed to carry on with the vote as the motion stood. The matter raised is to be referred to the Code of Conduct Committee via the Board for review.

Motion 14. New Rule: 30. Society Meetings

Motion 14 to be accepted into the Constitution: Bernice Jackson
 Seconded: Andrew Bredenkamp
 All in favour: Yes
 Any against: No
 Abstention: No
 Motion Carried: Unanimously

Motion 15. Rule Change: 30. Society Meetings

Motion 15 to be accepted into the Constitution: Jo Wallace
 Seconded: Bernice Jackson
 All in favour: Yes
 Any against: No
 Abstention: No
 Motion Carried: Unanimously

Election of Sugarfoot Stomp Organisational Roles

Election and Re Election of Board Members

Re Election of Board Members

- Amy Burt
- Harriet Richards
- Alan Collins

Motion for the 2023 re-elected board members to be accepted pending financial member application being accepted for 2023: Jo Wallace

Seconded: Bernice Jackson

All in favour: All

Any against: No

Abstention: No

Motion Carried: Unanimously

New Board Members

- **Written Applications Received:** Dianne Noonan

Board 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 orientation meeting in March and one strategy meeting in November. All meeting dates are set. The Board is looking to expand to x5-6 Board Members (and is after x2 or more new members).

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:** none

Motion for the 2023 Board to be accepted pending financial member application being accepted for 2023: Show of hands by members: Unanimously accepted

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

Re-Election of Dual Primary Treasurer / Secretary + Dual Membership Coordinator Role

- Amy Burt

Re-Election of Secondary Account Signatory (Board Member)

- Harriet Richards

Motion for the 2023 Treasurer/Secretary and Account Signatories to be accepted pending financial member application being accepted for 2023: Jo Wallace

Seconded: Tom Eastman

All in favour: Yes

Any against: No

Abstention: No

Motion Carried: Unanimously

Election of Secondary Treasurer / Secondary Secretary

Election of Secondary Treasurer

- NONE

Election of Secondary Secretary

- NONE

Motion for the 2023 Secondary Treasurer / Secondary Secretary to be accepted pending financial member application being accepted for 2023: n/a

Seconded: n/a

All in favour: n/a

Any against: n/a

Abstention: n/a

Motion Carried: n/a

Election of Code of Conduct Committee

Alan Collins (Board Member)

Jo Wallace, Tom Eastman (Members)

Motion for the 2023 Code of Conduct Committee to be accepted pending financial member application being accepted for 2023: Amy Burt

Seconded: Bernice Jackson

All in favour: Yes

Any against: No

Abstention: No

Motion Carried: Unanimously

Election of Privacy Officer

Tabled Motion- To be filled internally from the Board

Motion for the 2023 Privacy Officer to be accepted pending financial member application being accepted for 2023: tabled

Seconded: tabled

All in favour: tabled

Any against: tabled

Abstention: tabled

Motion Carried: tabled

Election of Health and Safety Officer

- Harriet Richards

Motion for the 2023 Health and Safety Officer to be accepted pending financial member application being accepted for 2023: Amy Burt

Seconded: Bernice Jackson

All in favour: Yes

Any against: No

Abstention: Alan Collins

Motion Carried: Yes

Member Roles

Election of Cultural Officer(s)

- Bernice Jackson
- Cameron Thiele

Motion for the 2023 Cultural Officer(s) to be accepted pending financial member application being accepted for 2023: Andrew Bredenkamp

Seconded: Harriet Richards

All in favour: Yes

Any against: No

Abstention: No

Motion Carried: Unanimously

Appointment of the next Financial Accounts Reviewer for 2023: Carleen Pimm

Motion to appoint the 2023 Financial Accounts Reviewer: Harriet Richards

Seconded: Andrew Bredenkamp

ALL in Favour

Motion Carried: Unanimously

Under the 2022 account reviewers recommendations, Maxine Burt was approved by the membership to sort out and correct the balance sheets with the Treasurer.

Next AGM Date

Saturday 24th February 2024

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

Membership opens on Sunday 26th February 2023

General Business

Archives

Amy Burt presented the x3 Sugarfoot Stomp Minute Archive books.

Annual Appeal 2022 Winner

Congratulations to: Jo Wallace

Jo was presented with a little gold trophy.

Member Involvement: Member Projects 2023

- Learn to Swing Dance (Amy and Bernice will meet to discuss start date and facilitate)
- Spellbound Blues organised by Kara (Amy in the Treasurer Role)
- Collegiate Shag venue not available due to the building being put up for sale in late January
- Newtown Community Centre should be open mid-year. This was the venue Sugarfoot Stomp used up until it closed for renovations. They have been contacted with our interest to continue with the original Monday and Tuesday time slots.

Thanks to Amy Burt for AGM preparation and preparing the Performance Report 2022.

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

Thanks to the Members who attended for providing nibbles.

Membership Drive:

Big push for Members as the goal is towards 50 Members. Encourage the dance community to join up as Sugarfoot Stomp is stronger with Members. There are benefits this year for Members with the Golden Tickets and Sunday Socials.

We are all volunteers in the Society and the main goal is meeting Constitutional Rule 3 raising funds for the Society to ensure ongoing solvency.

Meeting Closed: 2:03pm