

# Performance Report for Sugarfoot Stomp

For The Year Ending

# 2021



## Non-Financial Information

**04** Entity Information

---

**13** Statement of Service Performance

---

## Financial Information

**45** Statement of Receipts and Payments

---

**49** Statement of Resources and Commitments

---

**51** Notes to the Performance Report

---



# Contact Details

## Legal Name of Entity

Sugarfoot Stomp Incorporated

## Type of Entity and Legal Basis (if any):

Incorporated Society and Registered Charity

## Registration Number

CC55910

---

## Postal Address

20 Melbourne Road  
Island Bay  
Wellington 6023



## Email

board@sugarfootstomp.co.nz



## Website

<https://www.sugarfootstomp.co.nz/>



## Facebook/Instagram

@SugarfootStompNZ





# Entity Information

Who are we?

Why do we exist?

# Entity's Purpose or Mission

---

Sugarfoot Stomp has a **commitment** to **educating** the public on **swing dancing, African American vernacular dancing,** and **vintage dancing.**

Sugarfoot Stomp's mission is to **contribute** to the **global swing dance community** (based in the Wellington region) by running regular dance classes, workshops and dance events.

Keeping **people connected** face to face through experiencing the **joy** of vintage solo and partnered dancing.

We also aim to **increase the public's understanding and appreciation** of swing dancing, African American vernacular dances, and vintage dances by **providing performances** of an artistic nature.

and a...

5, 6, 7... 8, 1..



\*Frankie Manning

Over the past 40 years the revival of Swing Dancing has exploded around the globe. The Savoy Ballroom in Harlem, New York was the birthplace of Swing Dancing.

In particular a style called Lindy-Hop was created and danced in the 1920s, 1930s, and 1940s in partnership with the swinging Jazz music played and sung by Savoy Ballroom Band greats such as Chick Webb, Count Basie, Duke Ellington, Louis Armstrong, and Ella Fitzgerald. As popular music changed, this dance style slowly fell out of fashion. Even so, the original Black Lindy Hoppers kept on dancing throughout this time.

Then, in the 1980s, a group from Sweden got hold of VHS tapes and were mesmerised by the athletic swing dancers performing in the 1941 movie *Hellzapoppin'*. They discovered that one of the dancers, Frankie Manning, was still alive and about to retire from his many years working in the American postal service. Frankie agreed to teach swing dancing, and slowly other 'old timers', such as Norma Miller and Dawn Hampton were brought out of retirement and back onto the dancefloor for one last dance.

Swing Dance Camps were established with dance workshops so people could come and learn this partnered social dance. Following this, local communities were set up with weekly classes and regular social dances.

Fast forward to 2021 and swing dancing has an ever growing extensive global community, where people connect through the magical language of partnered social dance.

[Click this link to view the full Origins of Swing Dancing Story](#)

# Entity's Purpose or Mission:

## Historical Background

# Entity Structure

---

The Sugarfoot Stomp Collective Community is made up of Sugarfoot Stomp Members and Community non-members.

Sugarfoot Stomp operations in 2021 were administered, managed, and guided by a volunteer Board made up from the membership base of 26 people. Currently, there are 4 Board Members, including one Board Member who is designated as the Treasurer.

## **Sugarfoot Stomp Board**

The Sugarfoot Stomp Board meets 3 to 4 times a year and focuses on governance, strategy, finances and growth of the membership base. A calendar overview set by the Board organises and tracks the outputs of the year.

## **Treasurer**

The Treasurer is responsible for managing the financial affairs of Sugarfoot Stomp. This includes monitoring all income and expenditure, setting up class and workshop management spreadsheets, paying the day to day bills, and the financial strategy.

## **Membership Coordinator**

A membership register is kept by the Membership Coordinator (this is a dual treasury role) and is regularly updated when new members join via google form on the website.

## **Code of Conduct Coordinator**

The Code of Conduct Committee is responsible for upholding the Sugarfoot Stomp code of conduct and reporting any potential breaches, with recommendations, to the Board for discussion and a possible course of action if any is needed.

The Code of Conduct Coordinator is responsible for managing the committee, including holding regular meetings, developing policies and procedures and promoting positive messages to the community.

## **Privacy Officer**

The Privacy Officer is a new role for 2021 and aligns with the new privacy laws that came into effect in December 2020. This role is detailed in the Sugarfoot Stomp constitution.

## **Member Projects**

Sugarfoot Stomp's main operational output for 2021 was holding regular, affordable swing dance classes and workshops to meet our charitable purpose of education.

The organisation of these classes and workshops are overseen by the treasurer and the class/workshop organiser. This includes dance events as well.

Sugarfoot Stomp Members are encouraged to strengthen the dance community by running their own classes, workshops, or events under the Sugarfoot Stomp umbrella. The Board provides scaffolding, legal requirements (e.g. insurance), and guidance (e.g. an information guide for planning, financial advice and active help from the Treasurer etc..) to the member to aid the success of their particular dance project.

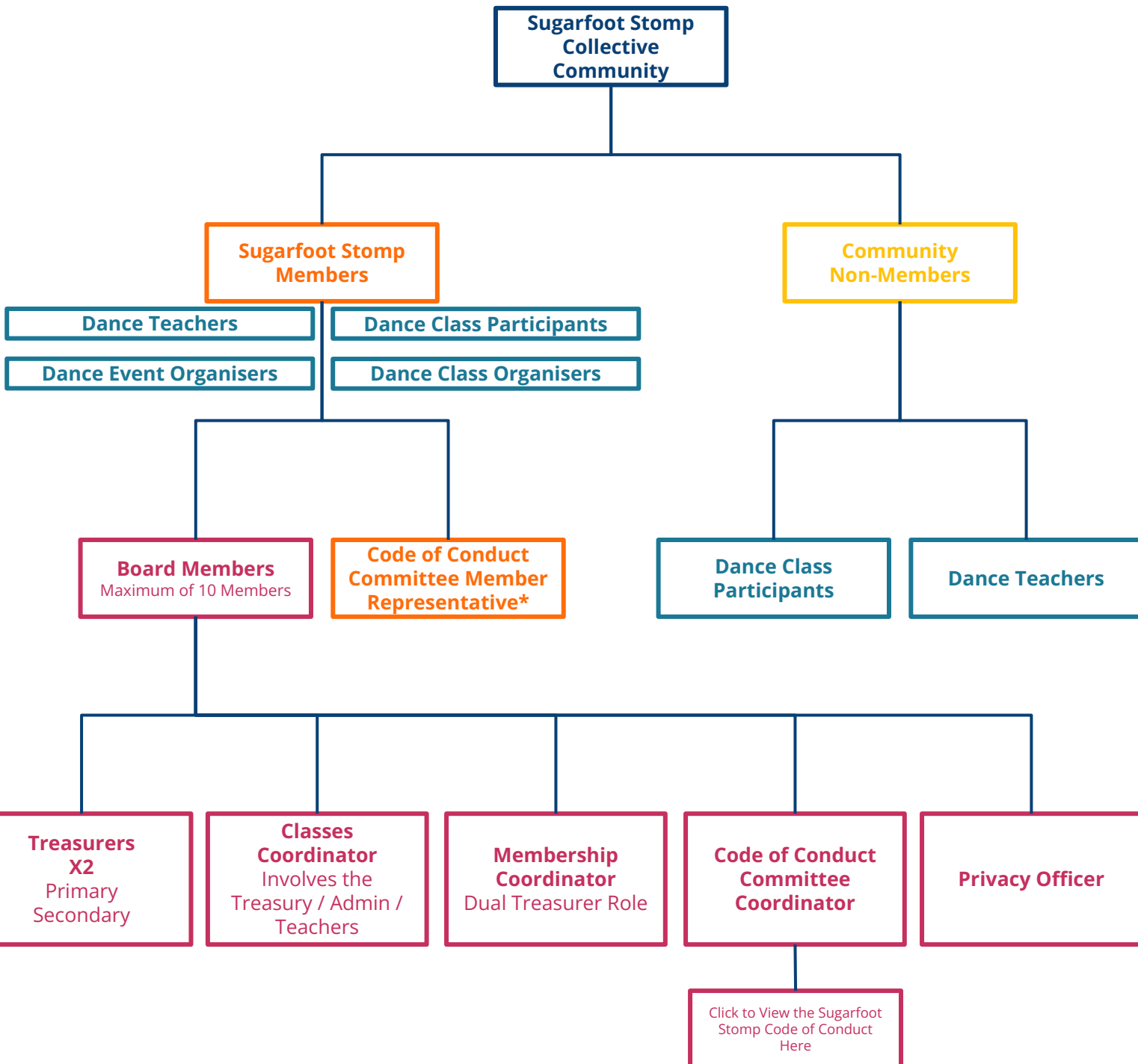
The class, workshop or event is given the green light once all aspects of the management are planned by the member and then approved by the Board.

This collaborative model helps to boost the know-how in the dance community and encourages members to spread the joy of their passion for partnered swing dancing.







# Entity Structure

---



# Sugarfoot Stomp Board Members 2021

---

<p><b>Amy Burt</b></p>	<p>Board Member Treasurer Membership Coordinator</p>	
<p><b>Maxine Burt</b></p>	<p>Board Member</p>	
<p><b>Hamish Cameron</b></p>	<p>Board Member Code of Conduct Coordinator Privacy Officer</p>	
<p><b>Bernice Jackson</b></p>	<p>Board Member</p>	

<p><b>Steph Fairless</b></p>	<p>Account Signatory</p>
------------------------------	--------------------------



# Sugarfoot Stomp Members 2021

---

Amy Burt	Maxine Burt	Hamish Cameron	Bernice Jackson
Alan Collins*	Joshua Buckler	Justyna Paplinska	Jonathan Coppard
Jenny Harding	Steph Fairless	Andrew Brendenkamp	Jo Wallace
Andrew Jackson	Tom Eastman	Kara Knight	Catherine Trundle
Elise Broadbent	Betty Kim	Eugenie Pierret	Harriet Richards
Keryn Knight	Derrick Olivier	Glenn Chadderton	Lishan Gou
Helen Atkinson	Maia Miller		

## Main Sources of the Entity's Cash and Resources

---

The main sources of cash are from dance classes / workshops to educate the public and semi-regular dance events to promote the activity of Swing Dancing.

The dance events sometime involve musicians from the local Wellington Jazz scene.

Any excess revenue from these activities (after costs are covered) goes straight back into the organisation to cover the annual running costs, building the savings account, and eventually to fund future Swing Dancing events for the Wellington Dance community.

## Main Methods Used by the Entity to Raise Funds

---

Currently, Sugarfoot Stomp relies on a small membership fee on joining as a Sugarfoot Stomp member. In 2021 Sugarfoot Stomp introduced an Annual Appeal to raise funds and received small donations.

### Donations 2021

Sugarfoot Stomp would like to thank the following donors for their generous support:

#### General Donations

Made throughout the year:

- Amy Burt via Swingtown Rebels
- May Lee Limited
- Kara Knight
- Anonymous Donation

#### Annual Appeal 2021: Dance-a-thon

Sugarfoot Stomp would like to acknowledge the hard work of the following individuals who raised money as part of the Dance-a-thon:

##### Sugarfoot Stomp Fundraising Members

- Amy Burt
- Jenny Harding
- Jo Wallace
- Alan Collins

##### Sugarfoot Stomp Fundraising Non-Members

- Beth Walker
- Vlatko Materic

##### The following people donated individual funds of \$50 and over for their Dance-a-thon sponsorship pledges

- Jenny Harding
- Gabe Pollard
- Tom Eastman
- Fabio Locatell
- Paula Hay

#### Classes/Workshops Teachers

A small number of teachers donate their time back to Sugarfoot Stomp generously allowing **100%** of their fee in 2021 to go back to Sugarfoot Stomp for the classes / workshops they facilitate. Sugarfoot Stomp would like to acknowledge;

- Amy Burt
- Andrew Brendenkamp
- Jo Wallace
- Sugarfoot Stomp Performance Troupe (consisting of: Amy Burt, Bernice Jackson, Andrew Brendenkamp)

Steph Fairless has donated some time back to Sugarfoot Stomp.

## Entity's Reliance on Volunteers and Donated Goods or Services

---

- Sugarfoot Stomp is run by a small group of passionate Board Member volunteers who are involved in sustaining the Swing Dancing Scene in Wellington. Sugarfoot Stomp Members are able to take up formal and informal roles within the organisation as needed.
- Board Members and Members give their time to organise and promote swing dance activities around the Wellington region and globally through the Sugarfoot Stomp Facebook and Instagram social media pages, Facebook Community Group and Sugarfoot Stomp website.
- The Facebook Community Group was set up for members of the community to increase communication about all things swing dancing, including the sharing of dance video clips for entertainment and teaching inspiration.
- The Sugarfoot Stomp Performance Troupe volunteer their time to showcase Lindy-Hop and Solo Jazz dance routines at Sugarfoot Stomp events and local Wellington events such as CubaDupa. Any funds raised go back into the operational costs of Sugarfoot Stomp.
- A few swing dance teachers choose to not take a teaching fee from their classes and workshops, therefore donating their time back to building the dance community.
- The Southern Cross Restaurant and Bar was the free venue for the monthly Sunday Social Dancing during 2021.

## Additional Information

---

Being incorporated in July 2018, Sugarfoot Stomp is still a fairly new Society and Registered Charity. The small Sugarfoot Stomp Board has worked extremely hard throughout 2021 to sustain the organisation through the governance of the society building on the work started in 2020.

This work has included writing policy and procedure documents that provide a sustainable framework for all operations to be carried out smoothly, especially when members transition in and out of positions. In summary, Sugarfoot Stomp's 2021 outputs by the Board has been largely focused on 'sustaining the foundations' for the future.

The treasurers presented a transparent financial report in July 2020 that outlined the steps to ensure the future financial stability of Sugarfoot Stomp.

The current treasurer has been strong in following this strategy that has produced a welcome and highly successful financial outcome in 2021, despite the challenges of COVID-19 present a partnered swing dance community.

The treasurer has consistently remind the Board that the current financial systems work well, are suitable for the set up / structure / size of the organisation, and no changes are needed to continue the successes of 2021, into 2022 and beyond.

Creating and sustaining our very own Sugarfoot Stomp community has been a result of the careful promotion of regular dance classes and workshops by the members.

This work has seen many new participants, especially Sugarfoot Stomp Members, return to classes and workshops to further advance their dancing. Even developing their confidence to join the social swing dancing events on offer.

It has been wonderful to grow an inclusive dance scene of passionate individuals of all ages who connect through partnered social dancing.

Over time the community connections result in gaining friendships as well as benefiting general health and well-being.



# Statement of Service Performance

What did we do?

When did we do it?

# Sugarfoot Stomp Outcomes

## What did we do?

---

### Why do we want to exist as an organisation in 2021?

- Sugarfoot Stomp will continue to grow our organisation
- Sugarfoot Stomp will be a positive, sustainable and affordable influence in the Wellington/New Zealand Swing Dance Scene
- Sugarfoot Stomp will aim to move swing dancing out of the dance studio and into more public spaces
- Sugarfoot Stomp will ensure that financial gain is covering our running costs and any extra financial gain goes into the charity

### Measures of Success 2021

The Sugarfoot Stomp Board identified 9 areas for their measures of success in 2021 during the strategy meeting in November 2020. These measures of success were presented at the AGM for 2019/2020 and approved by the membership base.

- Testimonials through the Annual Community Survey 2021
- Testimonials through the Annual Members Survey 2021
- Hold an AGM in 2021/2022
- Follow the Sugarfoot Stomp Financial Report and Strategy 2020/2021/2022/2023
- Incur no losses for the 2021 Financial Year
- Operate towards a surplus
- Sustain or increase the membership numbers in 2021
- Grow the followers in the Sugarfoot Stomp Community Group on Facebook. (96 Members as of Tuesday 19th January 2021)
- Beginner Dancers at Community Events

These measures have been evidenced throughout the Statement of Service Performance.

*“2021 sees the direction of Sugarfoot Stomp being focused on sustainable growth of our own dance community at a grassroots level.”*

# Areas of Management and Organisation

## What did we do? When did we do it?

The organisation and management for Sugarfoot Stomp is divided into three key areas, our 'A,B,Cs' if you like.

**A. Learning How To**, **B. Building and Connecting The Community**, and **C. Keeping It All Running**.

Sugarfoot Stomp has a calendar of outputs that manages and tracks the details of these three areas, all overseen by the Board. This calendar is regularly updated and amended with changes as needed, to keep an accurate record of dates and activities that is easily accessible. Below is an explanation of each area.

## A

### Learning How To pg 17

This area of organisation is structured around activities that actively teach swing dance to the community. This takes the form of regular classes and one off workshops and meets our purpose for educating the public in vintage swing dancing.

#### Classes

Each class runs for 1 block and is typically 6 weeks (6 sessions in total). There are usually 2-3 class blocks that run consistently throughout the year. Class content is built on from week to week and run for an hour. Most classes focus on teaching swing dancing to beginners.

#### Workshops

A workshop is a one-off event that focuses on a particular style or level of dancing, such as intermediate dancers or advanced dancers. Teachers come from the membership base or the community. Sometimes workshops involve guest teachers from other swing dance scenes around New Zealand.

## B

### Building And Connecting The Community pg 23

This area of organisation is focused on the activities that bring the collective swing dance community together. This includes both Sugarfoot Stomp Members and community non-members and takes the form of running Sugarfoot Stomp dance events, performances/workshops at local community festivals, as well as getting involved in events around the Wellington region.

These events are aimed at inspiring people into giving swing dancing a go by joining Sugarfoot Stomp organised and run classes, workshops or events.

## C

### Keeping It All Running pg 31

This area of organisation sets out meetings and discussions to keep communication open and Sugarfoot Stomp operating. There are regular board meetings, the AGM, Code of Conduct Committee meetings, Member Meetings, and Working Bees. All these meetings are distributed throughout the year.

**This statement of service performance has been organised into these areas in order to tell our 2021 story.**

- Areas of Organisation and Management: January to December 2021
  - A: Learning How To**
  - B: Building and Connecting the Community**
  - C: Keeping It All Running**
- COVID-19 Response: Continuing

The description of the entity's outcomes, description and quantification of the entity's outputs, additional output measurers and additional information has been included in the above areas and has been told through written descriptions, tables, images, instagram posts, testimonials and videos.





Saturday Stomp - One off Workshops

# New Class Block



## Starts This Week

**ANNOUNCEMENT  
SUGARFOOT STOMP  
IS COMING TO  
MARTINBOROUGH!**





\$15 Members  
\$20 Non-Members



SATURDAY 27TH FEB  
10.45-11.50  
22 WEBB ST

**LEAD  
FOLLOW  
SWITCH**



**Learn to  
Swing Dance**  
New Block of Classes  
April / May



*Sugarfoot*  
**STOMP**  
SWING DANCE COLLECTIVE



**Sugarfoot  
STOMP**  
SWING DANCE COLLECTIVE

Learn to  
Swing Dance



**Learn to  
Swing Dance**  
New Block of Classes  
August/  
September



**Sugarfoot  
STOMP**  
SWING DANCE COLLECTIVE

Partnered Blues Dance Special



**NORMA MILLER'S  
TRICKERATION**  
HONOUR BLACK DANCE HISTORY  
SATURDAY STOMP



**COLLEGIATE  
SHAG CLUB**  
WITH AMY



**WE'RE COMING  
TO GREYTOWN  
IN OCTOBER!**

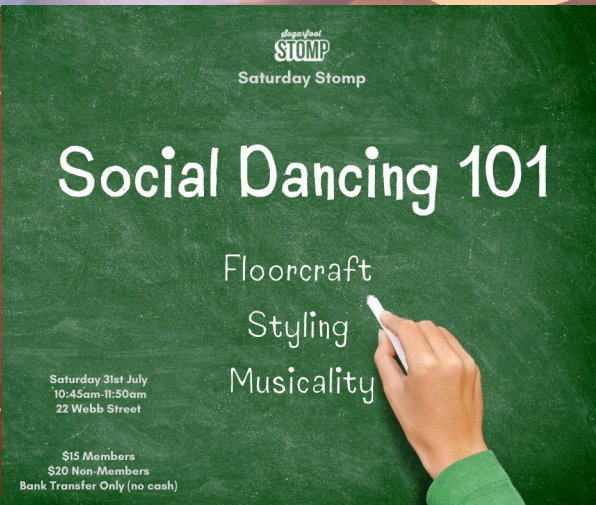


After Your First  
Swing Out  
of 2021



**Sugarfoot  
STOMP**  
SWING DANCE COLLECTIVE

CHRISTMAS SPECIAL  
WEDNESDAY 1ST & 8TH DECEMBER  
**GREYTOWN**



**Social Dancing 101**  
Floorcraft  
Styling  
Musicality

Saturday 31st July  
10:45am-11:50am  
22 Webb Street

\$15 Members  
\$20 Non-Members  
Bank Transfer Only (no cash)



Tuesday  
Learn to Swing Dances: Newtown  
Intermediate Lindy Hop: Newtown

# A

**Learning  
How To**

# A. Learning How To: Classes / Sugarfoot Stomp Performance Troupe

January to December 2021

Class Block	Class Type	Day and Venue	Frequency	Organiser / Teacher(s)
1	Learn to Swing Dance: Cuba Street	Wednesday at Tarrant Dance Studio	3 Sessions	Hamish / Harriet
1 / 2	Learn to Swing Dance: Newtown	Monday at Newtown Community and Cultural Centre Dance Hall	2 Blocks (12 Sessions)	Hamish / Bernice Relievers: Amy B / Andrew
1 / 2	Social Dance Practice	Monday at Newtown Community and Cultural Centre Dance Hall	2 Blocks (12 Sessions)	Hamish / Bernice Relievers: Amy B / Andrew
1 / 2	Intermediate Lindy Hop: Newtown	Monday at Newtown Community and Cultural Centre Dance Hall	2 Blocks (12 Sessions)	Hamish / Bernice Relievers: Amy B / Andrew
1 / 2	Learn the CubaDupa Dance Routine: Newtown	Tuesday at Newtown Community and Cultural Centre Dance Hall	2 Blocks (9 Sessions)	Amy B
n/a	Learn to Partner Blues Dance: Newtown	Tuesday at Newtown Community and Cultural Centre Dance Hall	2 Sessions	Bernice / Andrew
3 / 4 / 5	Learn to Swing Dance: Newtown	Tuesday at Newtown School Hall	3 Blocks (20 Sessions)	Hamish / Bernice Relievers: Amy B / Andrew / Jo
3 / 4 / 5	Intermediate Lindy Hop: Newtown	Tuesday at Newtown School Hall	3 Blocks (20 Sessions)	Hamish / Bernice Relievers: Amy B / Andrew / Jo
6 / 7	Swing Dance: Newtown	Tuesday at Newtown School Hall	2 Blocks (10 Sessions)	Hamish / Bernice
1 / 2 / 3 / 4	Collegiate Shag Club	Wednesday at Tarrant Dance Studio	4 Blocks (24 Sessions)	Amy B
n/a	Collegiate Shag Club: Private Practice	Wednesday at Tarrant Dance Studios	3 Sessions	Amy B
1 / 2 / 3	Martinborough Solo Jazz	Thursday at Martinborough Town Hall	3 Blocks (18 Sessions)	Steph
4	Greytown Solo Jazz	Wednesday at Greytown Town Hall	1 Block (6 Sessions)	Steph
n/a	Greytown Christmas Special	Wednesday at Greytown Town Hall	2 Sessions	Steph
1 / 2 / 3 / 4	Sugarfoot Stomp Performance Troupe	Saturdays at Webb Street Dance Studios	Weekly (41 Sessions)	Organiser: Amy B



Collegiate Shag Club  
Kick off!



Saturday Stomp #3  
Social Dancing 101



Saturday Stomp #6  
Norma Miller's Trickeration Routine

## A. Learning How To: Workshops

January to December 2021

Workshop Title	Date	Venue	Organiser(s) / Teacher(s)
Spellbound Blues: Partnered Blues Workshops x2	Saturday 1st May	Pump Dance Studios	Organisers: Kara / Amy B Teachers: Kara / Bernice / Alan
Saturday Stomp #1 Blues Improvisation	Saturday 29th May	Webb Street Dance Studios	Organiser/Teacher: Bernice
Saturday Stomp #2 Fast Swing Outs*	Saturday 26th June	Webb Street Dance Studios	<b>*CANCELLED DUE TO COVID-19 ALERT LEVEL 2</b>
Saturday Stomp #3 Social Dancing 101	Saturday 29th July	Webb Street Dance Studios	Organiser/Teachers: Bernice / Amy B
Saturday Stomp #4 Switching**	Saturday 28th August	Webb Street Dance Studios	<b>**POSTPONED DUE TO COVID-19 ALERT LEVEL 2</b>
Saturday Stomp #5 Blues Groove	Saturday 25th September	Webb Street Dance Studios	Organiser/Teacher: Bernice
Saturday Stomp #6 Norma Miller's Trickeration Routine	Saturday 30th October	Webb Street Dance Studios	Organiser/Teacher: Amy B
Saturday Stomp #7 Switching**	Saturday 27th November	Webb Street Dance Studios	Organiser/Teachers: Bernice / Andrew

*“Lovely friendly  
teachers and a  
nice community”*

## By The Numbers...

# 6

## Different Swing Dance Styles Taught

### Teachers

## 4

Regular Class Block  
Teachers

## 5

Workshop / Reliever  
Teachers

## 138 TOTAL Class Sessions

Social Dance  
Practice Sessions  
12

Total  
Workshops  
7

Private Practice  
Sessions  
3

### SPOTLIGHT

5 Saturday  
Stomp  
Monthly  
Workshops

14 Sugarfoot Stomp Members

10 Non-Members



41 Sugarfoot Stomp Performance Troupe Sessions

### Spaces Hired

Wellington, Martinborough, Greytown

## 3

Dance  
Studios

## 3

Community  
Centres

## 1

School  
Hall

TOTAL  
Class  
Attendees

18 Collegiate Shag Club

24 Martinborough Solo Jazz

13 Greytown Solo Jazz

### COVID-19 IMPACT 2021

- 14 Classes Postponed
- 3 Class Blocks Cancelled
- 1 Workshop Cancelled
- 1 Workshop Postponed

## 47 TOTAL Operational Weeks

# 57%

Of The Time Operating  
Freely

# 42%

Of The Time Operating  
**WITH**  
COVID-19 Restrictions

### SPOTLIGHT

Newtown Classes 2021

Learn to Swing Dance

Intermediate Lindy Hop

Block 1

8 Attendees



Block 6

3 Attendees

Block 1

11 Attendees



Block 6

7 Attendees



Amalgamated both classes due to decline in numbers  
**Block 7 Swing Dance Open Level**

13 Attendees

## Exploring New Dance Styles



### Collegiate Shag Club By Amy Burt

*Collegiate Shag is picking up momentum on the global swing dance stage and a style I had dabbled in over the years (a step here and there) but not really embraced fully. During Summer Hop in 2018 an International Collegiate Shag lead took me for a spin around the dancefloor. To my embarrassment I kept rock stepping instead of the proper Collegiate Shag kick step basic! Which very promptly inspired me to IMPROVE- and fast! Fortunately, in 2019, I had a regular lead to work with who also knew a bit of Shag.*

*Through joint efforts, we managed to devise a workshop and even choreographed a routine, performing it at Summer Hop 2019 (no rock stepping in that one!) With another International lead dropping in to Wellington I was able to learn exactly how the Collegiate Shag dance structure worked- and the penny dropped! Regular training in 2019 meant I felt ready to test my skills in Australia as a measure for how much I still needed to learn in this dance style. So March 2020 saw me jetting over to Melbourne and attend many Collegiate Shag workshops at 'All the Cats Join In' dance exchange. I even managed to gain 4th place in the Social Shag Competition! More importantly the experience gave me the confidence that my training methods more than stack up to the International Collegiate Shag standard.*

*Collegiate Shag has the reputation of being a 'fast' and 'exhausting' dance style, which is simply not true! I have discovered that correct Collegiate Shag technique (like any dance technique) can enable this dance to be performed easier than expected. A range of tempos can also be used, from medium Jazz songs upward.*

*So then COVID...(you know the rest!)*

*Fast forward to 2021. I had my proposal to start teaching Collegiate Shag locally in Wellington approved by the Sugarfoot Stomp Board. Before this kicked off, I offered to teach a workshop at a New Zealand dance festival feeling fairly ready in my Collegiate Shag abilities. However, not everyone shared my enthusiasm for the teaching methods I used resulting in some feedback that knocked my confidence a bit. After wallowing for a while in some self pity (dancers/teachers will know what I'm talking about!) I pulled myself together, and proceeded to start 'Collegiate Shag Club' weekly dance classes. After all, whenever I dance Collegiate Shag, I move into my 'happy place'.*

*To my relief, the first class block was well received and now there are 3-4 regulars who were keen to continue in 2021. Numbers always fluctuate due to COVID-19 restrictions and the ongoing impact of stopping and starting classes.*

*Adapting for COVID-19 conditions has been tricky as partnered dancing is always more popular than solo dancing. However, Collegiate Shag is a dance style where Solo Shag is the foundation for partnered Shag. Another challenge to overcome is teaching a partnered dance by myself and learning both the lead and follow aspects. I have wonderful leads in the club who are very patient and help out with the demonstrations. After all, adapted Collegiate Shag is better than seeing this 1930s dance style disappearing altogether from Aotearoa.*

*Remaining flexible, having a learner mindset, and adapting content are key features to building the Collegiate Shag dance style in the Wellington Dance Scene.*

*I strongly believe in the 'club' and 'charity' aspect of Sugarfoot Stomp. 100% of my teaching fee goes back into Sugarfoot Stomp to keep building the finances. My goal for 2022 is to see Collegiate Shag Club pick up momentum in the Swing Dance Scene and build a community of dancers that:*

*1. LOVE Collegiate Shag 2. Want to DANCE Collegiate Shag 3. Inspired to HELP others learn Collegiate Shag.*

## Expanding Over The Hill

Sugarfoot Stomp Member Steph Fairless is an excellent example of how utilising the many Sugarfoot Stomp resources can build community connection through dance. After moving 'over the hill' to the Wairarapa, Steph kicked her plan into action by writing a class proposal to the Sugarfoot Stomp Board, which was quickly approved. With over 10 years of dance experience in the UK and New Zealand Steph used her extensive dance understanding to start teaching Solo Jazz to the Martinborough community. Extending through to Greytown she has completed 4 blocks of classes totalling 24 sessions. Throw in a Christmas special of 2 session to wrap up the 2021 year!

A radio interview, Cobblestones Community event, and the unfortunate cancellation of Jazz in Martinborough shows how Steph is engaging in spreading the message of Swing Dance.

The Sugarfoot Stomp Board would like to thank Steph for her continuous passion and commitment to the positive promotion of the Sugarfoot Stomp mission and values.

*"I think Steph is trying really hard, she has a core group of keen people and it will be a great success. It takes time to build up to that."*

Feedback from the Sugarfoot Stomp Annual Community Survey 2021



# B

**Building And  
Connecting  
The  
Community**



## B. Building And Connecting The Community

January to December 2021

Sugarfoot Stomp Social Events	Date	Venue	Organiser(s) Teacher(s) DJ Swing Music by Volunteer Member(s)
Wanganui Vintage Weekend	Saturday 23rd January Saturday 24th January	Wanganui Streets	Organiser: Elise
Island Bay Festival Parade	Saturday 13th February 1:30pm - 2pm	Island Bay Streets	Organiser: Amy B
Island Bay Festival Variety Show Dance Performance Showcase	Saturday 13th February 2:00pm - 2:15pm	Island Bay Band Rotunda	Organiser: Amy B
Sugarfoot Stomp AGM 2020/2021	Saturday 27th February 2pm - 4pm	Thistle Hall Meeting Room	Organiser: Amy B
Swing Dance Photoshoot	Saturday 13th March 10am - 12pm	Webb Street Dance Studios	Organiser: Amy B
Sunday Social at the Cross #1 FREE EVENT	Sunday 21st March 6pm - 8pm	Southern Cross Restaurant and Bar	Organiser: Hamish DJ Swing Music by Volunteer Members: Bernice & Andrew
CubaDupa Street Festival	Saturday 27th March Sunday 28th March	Cuba Street	Organiser: Amy B DJ Swing Music by Volunteer Member: Amy B
Sunday Social at the Cross #2 FREE EVENT	Sunday 18th April 6pm - 8pm	Southern Cross Restaurant and Bar	Organiser: Hamish DJ Swing Music by Volunteer Members: Steph & Amy B
Spellbound Blues Ball	Saturday 1st May 7:30pm - 11:30pm	Thistle Hall	Organisers: Kara / Amy B / Bernice Set Up Helpers: Harriet, Hamish + Sugarfoot Stomp Members  Live Jazz Music By: The Aleister James Incident
International Dance Day Community Dance Workshop	Sunday 2nd May	Te Papa	Organiser: Hamish Teachers: Hamish / Harriet
Sunday Social at the Cross #3 FREE EVENT	Sunday 16th May 6pm - 8pm	Southern Cross Restaurant and Bar	Organiser: Hamish DJ Swing Music by Volunteer Members
Sunday Social at the Cross #4 FREE EVENT	Sunday 30th May 6pm - 8pm	Southern Cross Restaurant and Bar	Organiser: Amy DJ Swing Music by Volunteer Members

NO  
SMOKING  
ZONE



## B. Building And Connecting The Community Cont...

January to December 2021

Sugarfoot Stomp Social Events	Date	Venue	Organiser(s) Teacher(s) DJ Swing Music by Volunteer Member(s)
Cobblestones Museum Community Dance Workshop	Saturday 24th July 2pm - 2:30pm	Cobblestones Museum Greytown	Organiser: Steph Teacher: Steph
Sunday Social at the Cross #5 FREE EVENT	Sunday 27th June 6pm - 8pm	Southern Cross Restaurant and Bar	<b>*CANCELLED DUE TO COVID-19 ALERT LEVEL 2</b>
Sunday Social at the Cross #6 FREE EVENT	Sunday 1st August 6pm - 8pm	Southern Cross Restaurant and Bar	Organiser: Amy DJ Swing Music by Volunteer Members
10th Jazz in Martinborough Festival Community Dance Workshop / Performances	Saturday 4th September Sunday 5th September	The Village Cafe & Bar Martinborough	Organiser: Steph <b>*CANCELLED DUE TO COVID-19 ALERT LEVEL 2</b>
Sugarfoot Stomp Annual Appeal: Dance-a-thon	<b>*POSTPONED FOR x2 DATES DUE TO COVID-19 ALERT LEVEL 2</b>  Held on Saturday 20th November 10am - 12pm	Webb Street Dance Studios	Organiser: Amy B DJ Swing Music by Volunteer Member Amy B

### COVID-19 Alert Level 2 Restrictions Impact X4 Further Southern Cross Social Dancing Event Dates Cancelled



#### Martinborough Village

21 Jul 2021 · 🌐

A huge welcome to [Sugarfoot Stomp](#) to the Martinborough Village website!

Sugarfoot Stomp is a not-for-profit incorporated society, run by the vision and passion of its members. They teach vintage dances from the 1920s through to the 1940s, in Wellington and locally in Martinborough. They teach Lindy Hop, Solo Jazz and Charleston, Collegiate Shag, Blues.

Look out for posters around the village and check out the website, Facebook and Instagram for the latest news and class blocks.

[www.martinborough-village.co.nz/sugarfoot-stomp/](http://www.martinborough-village.co.nz/sugarfoot-stomp/)



## We're Gonna Lindy Like It's 1989!



### Annual Appeal 2021: Dance-a-thon By Amy Burt

At a mid-year member meeting a suggestion from one of our members, Kara, got me thinking. She suggested some form of a 'Dance-a-thon' to raise funds for Sugarfoot Stomp. A bit later on I thought to myself- I can make that work! So swung into action planning the Dance-a-thon format and writing a proposal for the Sugarfoot Stomp Board to approve.

It was super simple! Sign up online to receive your registration pack. Gather sponsorship pledges from whanau, work colleagues and friend then come along and dance 15 partnered social dances in 2 hours at our free monthly evening social dance venue. Designing the promotion material was fun as it was the 1980s theme to honour the Kiwi Dance-a-thons of yesteryear.

Originally scheduled for Sunday 26th August everything was set!

.....Until COVID-19 Alert Level 2 that is (sound familiar!?)

Being very used to adapting Sugarfoot Stomp classes/workshops and events for COVID-19 conditions an easy solution was to simply move it to the next month and play the waiting game. However, with no end to Alert Level 2 in sight an alternative needed to be found- and fast!

I felt it was important for our dance community to connect via partnered social dancing before the end of the year, ideally face to face. Holding the event online was my last emergency contingency plan- but not ideal as it would have to be all solo dancing (not partnered) meaning the annual appeal would not have quite the same uptake. Some creative thinking was needed to get this event back off the ground, with COVID-19 Alert Level 2 safety measures being met, allowing face to face partnered dancing, and not to mention the event costing \$0 to hold.

The Sugarfoot Stomp Performance Troupe has their weekly practice session on Saturday mornings for a 2 hour slot and were very keen to get some social dancing in. With a free venue secured we were able to hold the Dance-a-thon on Saturday 20th November. Phew!

There was fantastic attendance, a mixture of Dance-a-thon participants raising money (members and non-members) and those who came just to help out with the participants to reach their number of dances. Many thanks to Kara and Harriet for keeping track of the number of dances everyone had completed on a giant wall chart- totally 1980s style! Everyone met their dance goal.

Event over (and a chance to breathe out again) it was time to collect in the sponsorship pledges. Congratulations to Jo Wallace and Jenny Harding for raising the highest amount of donations.

I'm very pleased with how it all went, despite the challenges. The Dance-a-thon 2021 is an excellent example of how Sugarfoot Stomp can raise funds without spending money unnecessarily. As the majority of past events have put Sugarfoot Stomp into a financial loss situation, it shows with practical, creative thinking mixed with a 'can-do' attitude events can be a huge financial success that benefits the charity.

My advice to others looking into running community events is that it's often the simple things that work well. Be prepared to put in the dedication to make them happen and you will find success.



### Turn To Page 11 To Find The Dance-a-thon Fundraising Participants

**13**  
TOTAL  
Dance-a-thon Event Attendees

**\$815.00**  
TOTAL  
Annual Appeal  
Funds Raised

**\$235.00**  
Member  
Annual Appeal Donations

---

**\$580.00**  
Non-Member  
Annual Appeal Donations



**4**  
Fundraising Participants  
Members

**2**  
Fundraising Participants  
Non-Members

## I Put A Spell On You



**Spellbound Blues**  
By Kara Knight

*I hosted Spellbound Blues on May 1st, 2021 which included two blues dancing workshops (Workshop #1: Blues Basics for Beginners and Workshop #2: The ABC's of Blues Dancing) in the morning and a ball at night with a live band. I had my first meeting with Amy in December 2020 and began planning from there after the Sugarfoot Stomp Board had approved my workshop and event proposal in November.*

*Spellbound Blues was a success with dancers attending from Wellington, Christchurch and Auckland allowing us to make a profit. Many people have asked that we hold it as an annual event.*

*I could not have made this event happen without Amy's support and advice as well as help from other Sugarfoot Stomp Members (especially those with cars!)*



Spellbound Blues Ball

### Sugarfoot Stomp Board and Treasurer Acknowledgement

The Sugarfoot Stomp Board and Treasurer would like to thank the 3 Blues teachers of the Spellbound Blues workshops, Kara, Bernice, and Alan asking for and taking a free ticket to the ball instead of taking the profit share split.

The Sugarfoot Stomp profit for the workshops would have been only \$151.00 with \$604.00 being shared between the teachers. Instead, the full \$755.00 went back to the charity.

It is the generous actions like these from our members that helps to build and sustain Sugarfoot Stomp.



Spellbound Blues Workshops




**SPELLBOUND  
BLUES**

1 MAY 2021 // WORKSHOPS & BALL // WELLINGTON, NZ






Island Bay Festival Parade



Island Bay Festival Variety Show



Sugarfoot Stomp Routine  
CubaDupa 2021



Annual Appeal 2021: Dance-a-thon

**CLICK ON THE PICTURE ABOVE TO WATCH SUGARFOOT STOMP IN DANCE ACTION**



CubaDupa Street Festival 2021



Sunday Social @ The Cross



Photoshoot

# C

**Keeping  
It All  
Running**



## C. Keeping It All Running

### January to December 2021

Meeting	Date	Format
Sugarfoot Stomp AGM 2020/2021	Saturday 27th February 2pm - 4pm	In Person
Sugarfoot Stomp Member Meeting #1	Sunday 18th April 5:03pm - 5:50pm	In Person
Code of Conduct Meeting #1	Not Organised	n/a
Board Meeting #1	Saturday 8th May 1:24pm - 2:38pm	In Person / Online Via Zoom
Sugarfoot Stomp Member Meeting #2	Sunday 30th May 5:10pm - 5:45pm	In Person
Code of Conduct Meeting #2	Not Organised	n/a
Board Meeting #2	Saturday 12th June 2:02pm - 4:14pm	Online Via Zoom
Sugarfoot Stomp Member Meeting #3	Sunday 27th June 5pm - 6pm	<b>*CANCELLED DUE TO COVID-19 ALERT LEVEL 2</b>
Sugarfoot Stomp Member Meeting #4	Sunday 1st August 5:15pm - 5:46pm	In Person
Code of Conduct Meeting #3	Not Organised	n/a
Board Meeting #3	Saturday 21st August 2:02pm - 3:44pm	Online Via Zoom
Sugarfoot Stomp Member Meeting #5	Saturday 29th August 5pm - 6pm	<b>*CANCELLED DUE TO COVID-19 ALERT LEVEL 2</b>



## C. Keeping It All Running Cont...

January to December 2021

Meeting	Date	Format
Sugarfoot Stomp Member Meeting #6	Sunday 26th September 5:08pm - 5:22pm	Online Via Zoom
Code of Conduct Meeting #4	Not Organised	n/a
Board Meeting #4	Saturday 9th October 12:46pm - 2:26pm	Online Via Zoom
Sugarfoot Stomp Member Meeting #7	Sunday 31st October 5:05pm - 5:26pm	Online Via Zoom
Strategy Meeting for 2022 #1	Saturday 20th November 12:45pm	Online Via Zoom
Sugarfoot Stomp Member Meeting #8	Not Organised	n/a

**Volunteer Hours for 2021 (Approx.)**

**645.50**



# Sharing The Know How

## Sugarfoot Stomp Information Portal

The Sugarfoot Stomp Board created the Sugarfoot Stomp Information Portal using a google site in January 2020.

As knowledge and understanding is a powerful asset, this hub enables members to access information about Sugarfoot Stomp such as the AGM process, membership register, organisational roles, how to organise and run dance classes, workshops and/or dance events.

This hive of information has been collated by Members with past experience organising and operating Sugarfoot Stomp. Generously shared with newcomers to help them find success in sharing their passion for Swing Dance with the community.

Under each page sits linked google docs, google slides PDFs and photos packed with information. The use of google docs and google slides allows documents to be updated by the Board in real time and the changes show straight away on the portal for the members.

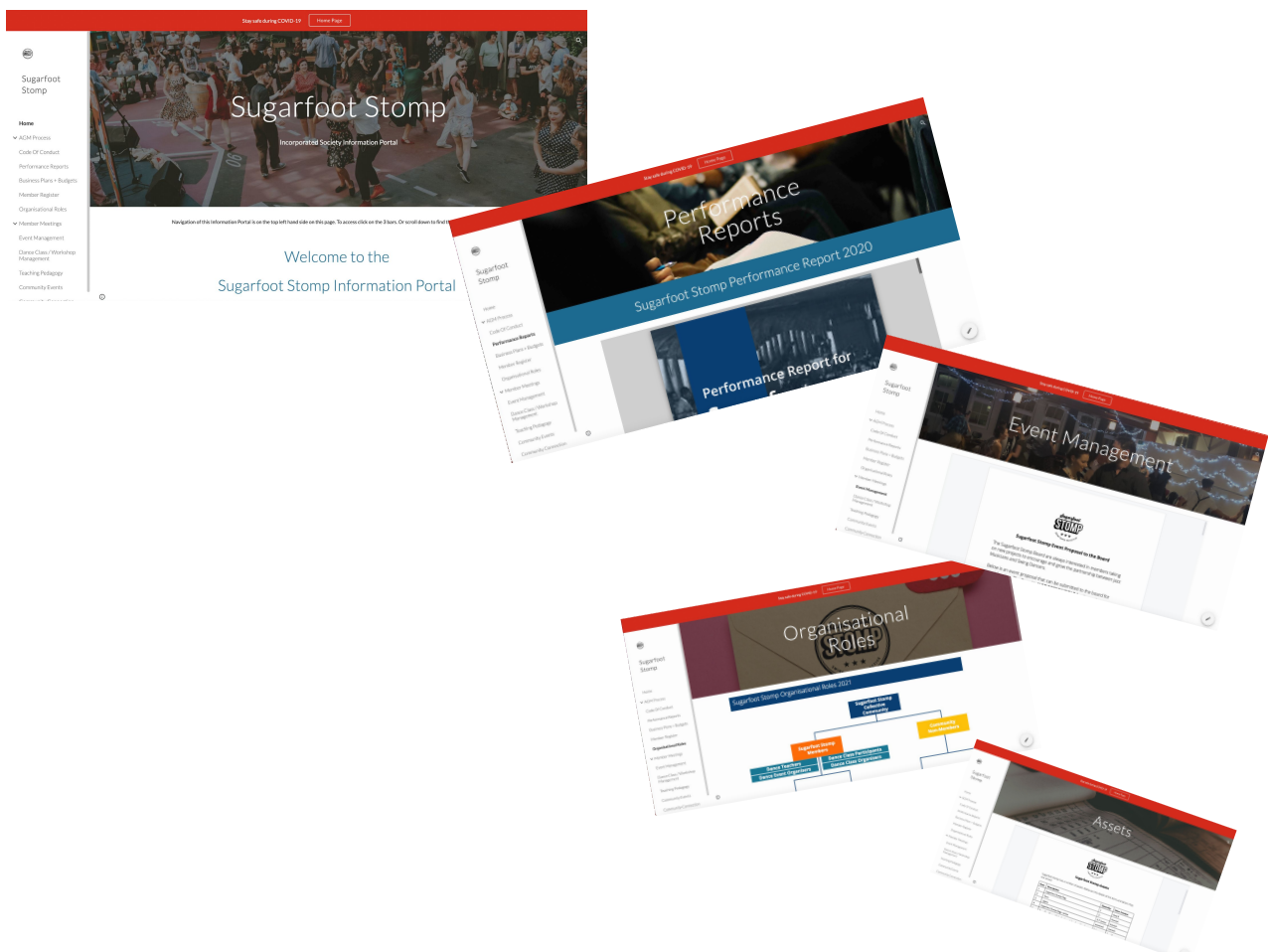
Access to the Information Portal comes part of the Sugarfoot Stomp membership package.

Pages on the Information portal include;

- Home- navigation
- AGM Process
  - AGM 2018
  - AGM 2019/2020
  - AGM 2020/2021
- Code of Conduct
- Performance Reports
- Business Plans + Budgets
- Member Register
- Organisational Roles
- Member Meetings
  - Member Updates
- Event Management
- Dance Class / Workshop Management
- Teaching Pedagogy
- Community Events
- Community Connection
- Charities Funding
- Merchandise
- Assets

Useful information from other sources (e.g. charities website) is also included.

\*new pages added in 2021





Annual Appeal 2021: Dance-a-thon

# Sustaining Sugarfoot Stomp

## Sugarfoot Stomp Board Policy and Procedure Documents 2021

Sugarfoot Stomp has clear Policy and Procedure Documents and 2021 was all about putting them to use. As Sugarfoot Stomp evolved some of these documents were reviewed and updated regularly throughout the year.

The following documents were continued over from 2020:

- Sugarfoot Stomp Classes / Workshop Process
- Tuakana/Teina Relationship Policy
- SFS Safety Policy
- Complaints Policy and Procedure
- Disclaimer, Terms & Conditions
- Privacy Policy
- Digital Background Ops Policy and Procedure
- Leaving Policy
- Financial Policy and Procedures
- Interim Risk Management- COVID-19 (Health and Safety)
- Band Agreements
- AGM Process
- Event Proposal
- Class / Workshop Proposal

New Policy and Procedure Documents 2021:

- Risk Management Policy
- Conflict of Interest and Related Party Transactions Policy and Procedures
- Board Member Induction Information

The marketing strategy was not completed during 2021.

## Insurance

Sugarfoot Stomp investigated and took out an insurance policy during 2021. The policy is renewed every year.

## Profit Share Cap Committee

A mix of Board and Sugarfoot Stomp Members sat on the Profit Share Cap Committee. The outcome was to apply a cap to the current profit share model to ensure Sugarfoot Stomp is the major benefactor as class and workshops show higher profits. The profit share cap will be implemented at the beginning of 2022 and was passed on the 27/11/2021.

The Board would like to acknowledge the work of the committee in generating sensible, sustainable solutions for the future financial stability of Sugarfoot Stomp.

## Committee Board Members:

Amy Burt  
Maxine Burt

## Committee Members From The Membership:

Jo Wallace  
Helen Atkinson  
Jonathan Coppard

## Engaging Community and Member Voice

The Board continued the 2 annual surveys to collect both community and member voice. The Board wanted to represent more voices in the direction of their strategy planning for future operations. Inclusion of the [Survey Participation Statistics](#) (see table below) helps to show areas of growth and improvement.

### Annual Community Survey

The community survey was a quick-fire 5 question survey collecting information on the following.

1. What excites you about Sugarfoot Stomp?
2. When did you start dancing? (this question is a Board measure of success for the 2021 Registered Charities Performance Report)
3. How do you engage with Sugarfoot Stomp? (check the ones that apply)
4. What is one Sugarfoot Stomp activity you would most like to see happen in 2022?
5. Leave us with any other thoughts / comments...

It was released and promoted on the Sugarfoot Stomp Facebook page and on the website. Being totally anonymous helped with gaining honest feedback.

### Annual Member Survey

The member survey was more specific to constitutional matters where the members had to rank on a scale from 1-5 how well each objective from the constitution had been met, thus providing a quick snapshot for the board to evaluate the objectives. Other feedback about the financial position and future direction was also gathered.

The feedback from these surveys was used in the 2022 Strategy Meeting and to provide testimonials throughout this performance report.

## Survey Participation Statistics

	Sugarfoot Stomp Members and Non-Members	Sugarfoot Stomp Members ONLY	
	Annual Community Survey Participation	Annual Member Survey Participation	Total Number of Sugarfoot Stomp Members
<b>2021</b>	<b>7</b>	<b>8</b>	<b>26</b>
2020	10	6	21

A close-up photograph of a person's hands holding a black smartphone. The person is wearing a grey long-sleeved shirt and white sneakers. The background is a solid teal color. The text 'Annual Community Survey' is overlaid in large, bold, yellow letters.

# Annual Community Survey

SUGARFOOT STOMP 2021



## Measures Of Success 2021

---

### Follow the Sugarfoot Stomp Financial Report and Strategy 2020/2021/2022/2023

This year the board was focused on sustaining Sugarfoot Stomp financially and did this by starting to implement the Financial Strategy for a full calendar year in 2021.

The treasurer kept detailed financial information and provided Xero generated updates plus forecasts for each Board meeting throughout the year.

2021 is the first year that accurate accounts have been produced using Xero as well as supporting class management sheets, and details further tracked using an overall financial overview.

This necessary level of detail has enabled Sugarfoot Stomp to find out what the charity is capable of doing.

**It is recommended that all main treasury processes remain in 2022 in order to continue the successes below:**

**\$0**

**Losses** in the 2021 Financial Year

**38**

**More** followers in the Sugarfoot Stomp Community Group on Facebook

**\$6,000**

**In the Savings** Bank Account



**26**

Members in 2021

**21**

Members in 2020

# **Sugarfoot Stomp COVID-19 Response: Continuing**

---

# Community Confidence

Sugarfoot Stomp continues to lead the New Zealand Swing Dance Community in their COVID-19 response plan. Switching between Alert Levels was a seamless operation for Sugarfoot Stomp, with our community confident in the COVID-19 processes established by the organisation back in May 2020. These processes are to ensure a clear safety plan for ongoing operations is communicated from the Board Members to attendees engaging in all Sugarfoot Stomp activities. Small tweaks were made to the Induction Information, collated on the Sugarfoot Stomp website, as government updates became available, for example, mask use and the introduction of vaccination passports.

**Unite against COVID-19**

**Sugarfoot STOMP**  
SWING DANCE COLLECTIVE

**COVID-19 Induction Information**

Classes / Workshops / Events  
Facilitators  
Sugarfoot Stomp Troupe

This is a set of guidelines for all associates of Sugarfoot Stomp to help everyone understand safe practices for COVID-19 as it relates to dance. Our top priority is promoting safe practices. General Guidelines apply to everyone. Specific guidelines for classes, facilitators, and troupe are added.

**Unite against COVID-19**

**General Guidelines**  
All the General Guidelines PLUS +

**PERSONAL PROTECTIVE EQUIPMENT**

- PPE is encouraged to be worn during dancing e.g. face coverings, masks
- PPE encouraged to be worn indoors in public spaces at ALL Traffic Light Levels
- PPE must be worn at RED Level
- Sanitise hands before touching your face

**BATHROOMS**

- Follow the signs on the doors
- Wash / Sanitise hands before and after entering the bathroom
- If others are waiting outside, try to keep 1 metre apart

**SICK**

- Stay home

**WASHING HANDS**

- Wash and dry between flights and end of hands before and after activity
- 25 second wash with soap
- Dry hands thoroughly
- WASH, WASH, WASH

**VACCINATION PASSPORT**

- ALL attendees required to produce proof of an official COVID-19 vaccination passport
- Phone ID may be required
- Will be scanned by the Facilitator through NZ Pass Verifier App

**ACCESS TO VENUES**

- 1 person to be in charge of the venue access
- Venue passes MUST be followed by everyone
- Please download the NZ COVID Tracer App, scan into the venue or sign in manually

**COUGHING AND SNEEZING**

- Move away from others
- Cough and sneeze into your elbow
- Wash hands straight after

**DRINK BOTTLES + FOOD EQUIPMENT**

- Bring a full drink bottle or tea
- Keep in food lockers may be closed off in some venues

**Unite against COVID-19**

**Classes / Workshops**  
All the General Guidelines PLUS +

**REGISTRATION**

- Register through an **Online Form** on the website / Facebook Page
- Provide full name and email address to the facilitator / if not registered through the online form **BEFORE** the class / workshop starts

**CONTACT TRACING**

- Come with your Vaccination Passport to be scanned and photo identification
- Provide all personal details asked for
- Details are kept securely in our database
- Please download the NZ COVID Tracer App, scan into the venue or sign in manually

**SICK**

- Stay home
- If you become sick during or 14 days after the event block then contact [info@sugarfootstomp.co.nz](mailto:info@sugarfootstomp.co.nz)
- IMMEDIATELY
- Sugarfoot Stomp will act in accordance with advice given by officials **ONLY**

**ACCESS TO VENUES**

- Arrive 10-15 minutes early to the class starting to allow for check in
- Some venues may have a door lock policy so **ARRIVE EARLY**
- Let your teacher know or someone in the class if absent or messenger if you are running late
- Enter the venues observing physical distancing
- Attendees must wash and /or sanitise hands regularly

**CONTACTLESS PAYMENT**

- Sugarfoot Stomp encourages contactless payment
- Pay into Sugarfoot Stomp bank account **BEFORE** the class / workshop, if possible
- CASH is okay

**ASSOCIATES / FRIENDS**

- Don't bring other people to class / workshop if they are not participating
- Meet them at home or drop-off / pickup (arrange out well away from the venue)

**PERSONAL EQUIPMENT**

- Space yourselves and bags / equipment out around the venue
- Bring PPE and wear it at all times, especially those in class / workshop. **PPE must be worn at RED Level.**

**Unite against COVID-19**

**Facilitators**  
All the General Guidelines PLUS +

**ACCESS TO VENUES**

- Remind attendees to enter the venues observing physical distancing
- Sanitise attendees 15-30 sec if using the venue guidelines
- Remind attendees they must wash and /or sanitise hands regularly + yourself
- Remind attendees to sign logs up

**CLEANING**

- Follow ALL of the cleaning process of the venues

**SICK**

- Stay home
- If you become sick during or 14 days after the event block then contact [info@sugarfootstomp.co.nz](mailto:info@sugarfootstomp.co.nz) **IMMEDIATELY**

**INCIDENT REPORTING**

- Make a note of the date, time and details of the incident
- Report to the Sugarfoot Stomp Board **IMMEDIATELY** with these details. Email to [board@sugarfootstomp.co.nz](mailto:board@sugarfootstomp.co.nz)

**CHECK-INS**

- Download NZ Pass Verifier and scan attendees vaccine passes +
- MUST** check in ALL attendees using the Class Management Spreadsheet tool
- Record check in attendees full name and vaccination status on Class Management Spreadsheet
- CHECK IN'S TO BE COMPLETED BEFORE THE CLASS STARTS**
- Be careful of personal information displayed on laptop screens

**CLASS MANAGEMENT**

- REMEMBER about the physical distancing before class / workshop starts
- Be Proactive with verbal reminders
- Attendees must wash and /or sanitise hands regularly

**SAFETY**

- You have the right to refuse entry to anyone who is showing cold and /or flu symptoms
- You have the right to refuse entry to anyone who does not produce a valid Vaccination Passport and /or photo ID
- Your personal safety is your Top Priority

**Unite against COVID-19**

**Sugarfoot Stomp Troupe**  
All the General Guidelines PLUS +

**ACCESS TO VENUES**

- Enter the venue observing physical distancing
- Please download the NZ COVID Tracer App scan into the venue or sign in manually
- All troupe to provide Vaccination Passport and sign in via the NZ Pass Verifier
- Troupe attendees wash and /or sanitise hands regularly

**PHYSICAL DISTANCING**

- Decision of the Troupe for practice

**PRACTICE MANAGEMENT**

- Be Proactive with verbal reminders
- Remind troupe to wash and /or sanitise hands regularly

**SICK**

- Stay home
- If you become sick during or 14 days after the event block then contact [info@sugarfootstomp.co.nz](mailto:info@sugarfootstomp.co.nz) **IMMEDIATELY**

**CHECK-INS**

- Record who was at practice on the Sugarfoot Stomp Performance Troupe Management Sheet

**CLEANING**

- Follow all of the cleaning process of the venue

**INCIDENT REPORTING**

- Make a note of the date, time and details of the incident
- Report to the Sugarfoot Stomp Board **IMMEDIATELY** with these details. Email to [board@sugarfootstomp.co.nz](mailto:board@sugarfootstomp.co.nz)

[Click this link to view the PDF Sugarfoot Stomp Induction Information](#)

A separate PDF was distributed to Sugarfoot Stomp Members taking classes and workshops detailing information about:

- NZ Pass Verifier
- Tracking Class Management
- Venue Hire Communications
- Sample email communication for restarting classes
- COVID-19 Incident Reporting to the Board
- The email text if COVID-19 is detected in classes / workshops to send to participants
- Workshop / Event processes at Green / Orange / Red

**Sugarfoot Stomp Alert Level Transitions**

**1 No Restrictions**  
Be ready to shift from COVID-19 Green to Amber in the community

**2 Whole Country / Region Restrictions**  
Can have gathering of up to 100 people in physical spaces for social events  
Sign in to venues via COVID-19 app  
Restrictions must be based on:

- The national and regional COVID-19 health response
- The national and regional COVID-19 health response
- The national and regional COVID-19 health response

**3 Whole Country / Region Restrictions**  
Can have gathering of up to 100 people in physical spaces for social events  
Sign in to venues via COVID-19 app  
Restrictions must be based on:

- The national and regional COVID-19 health response
- The national and regional COVID-19 health response
- The national and regional COVID-19 health response

**4 Whole Country / Region in Lockdown**  
Internal Services only

**Green**

- No Restrictions for Vaccination Passport Holders
- General community restrictions about the Sugarfoot Stomp COVID-19 Induction Information <https://www.sugarfootstomp.co.nz/COVID-19-Information>

**Orange**

- No Restrictions for Vaccination Passport Holders
- General community restrictions about the Sugarfoot Stomp COVID-19 Induction Information <https://www.sugarfootstomp.co.nz/COVID-19-Information>

**Red**

- Some Restrictions for Vaccination Passport Holders
- General community restrictions about the Sugarfoot Stomp COVID-19 Induction Information <https://www.sugarfootstomp.co.nz/COVID-19-Information>

*“(A success has been) Keeping going despite the Covid situation in NZ severely disrupting the programmes and events.”*



*"Tight knit group of people who love swing dance and music."*

Feedback from the Sugarfoot Stomp Annual Community Survey 2021

# Areas of Management and Organisation

## What did we do? Summary

### A. Learning How To

Description	This Year 2021	Last Year 2020
Class Blocks (6 week consecutive sessions)	26	19
Workshops	7	2
Sugarfoot Stomp Performance Troupe 2 Hour Sessions	41 weeks	33 weeks

### B. Building And Connecting The Community

Description	This Year 2021	Last Year 2020
Sugarfoot Stomp Membership	26	21
Events Sugarfoot Stomp Organised with Live Music	1	1
Events Sugarfoot Stomp Organised with DJ Music	5	7
Sugarfoot Stomp Annual Appeal	1	n/a
Events managed by other organisations that involve Sugarfoot Stomp	7	2
Dance Festivals organised by Sugarfoot Stomp	0	0

### C. Keeping It All Running

Description	This Year 2021	Last Year 2020
Board Meetings	4	3
Code of Conduct Committee Meetings	0	0
Sugarfoot Stomp Member Meetings	5	n/a
Working Bees	0	1



# Statement of Receipts and Payments

How was it funded?  
What did it cost?

## For the year ending 31st December 2021

### Operating Receipts

	Actual This Year 2021 (\$)	Actual Last Year 2020 (\$)
Donations, fundraising and other similar receipts	1,250.00	150.00
Fees, subscriptions and other receipts from members	6,797.08	4,563.02
Receipts from providing goods or services	9,754.93	11,152.91
Interest, dividends and other investment income receipts	0.16	0.09
Other operating receipts	0.00	0.00

#### Total Operating Receipts

**17,802.17**

**15,866.02**

### Operating Payments

	Actual This Year 2021 (\$)	Actual Last Year 2020 (\$)
Payments related to public fundraising	0.00	0.00
Volunteer and employee related payments	0.00	0.00
Payments related to providing goods or services	9,987.66	17,551.31
Grants and donations paid	0.00	50.00
Other operating payments	2,555.14	2,483.84

#### Total Operating Payments

**12,542.80**

**20,085.15**

#### Operating Surplus or (Deficit)

**5,259.37**

**(4,219.13)**

## For the year ending 31st December 2021

### Capital Receipts

	Actual This Year 2021 (\$)	Actual Last Year 2020 (\$)
Receipts from the sale of resources	n/a	n/a
Receipts from borrowings	n/a	n/a

### Capital Payments

	Actual This Year 2021 (\$)	Actual Last Year 2020 (\$)
Purchase of resources	n/a	n/a
Repayments of borrowings	n/a	n/a

### End of Financial Year Position

	Actual This Year 2021 (\$)	Actual Last Year 2020 (\$)
Increase/(Decrease) in Bank Accounts and Cash	n/a	n/a
Bank accounts and cash at the beginning of the financial year	4,590.49	9,684.44
Bank Accounts and Cash at the End of the Financial Year	9,849.79	4,590.49
Represented By		
• Cheque account- 00	3,849.70	4,590.40
• Savings account- 01	6,000.09	0.09
• Term Deposit account	n/a	n/a
• Cash Floats	0.00	0.00
• Petty Cash	0.00	0.00
• Cash on hand- G & S waiting to be banked	0.00	0.00

<b>Total Bank Accounts and Cash at the End of the Financial Year</b>	<b>9,849.79</b>	<b>4,590.49</b>
--	-----------------	-----------------



*"It's wonderful to be part of this organisation and help shape the vision and goals..."*

*...It's very exciting to see members get involved and come together to promote positivity in the Wellington dance scene."*

Feedback from the Sugarfoot Stomp Annual Member Survey 2021



# Statement of Resources and Commitments

What the entity owns?  
What the entity owes?

## For the year ending 31st December 2021

### Schedule of Resources

	This Year 2021 (\$)	Last Year 2020 (\$)
Bank Accounts and Cash (from Statement of Receipts and Payments)	9,849.79	4,590.49
Money Held on Behalf of Others		
<i>Description</i>	0.00	0.00
Money Owed to the Entity		
• Receipts due as a result of providing goods and services	0.00	0.00
Other Resources		
Description and Source of Value (cost or current value required if practicable to obtain)	0.00	0.00

### Schedule of Commitments

	This Year 2021 (\$)	Last Year 2020 (\$)
Money Payable by the Entity		
• Unpaid invoices for payments for goods or services	0.00	0.00
Other Commitments		
<i>Description</i>	0.00	0.00
Guarantees		
<i>Description</i>	0.00	0.00

### Schedule of other Information

Grants or Donations with Conditions Attached (where conditions not fully met at balance date)	0.00	0.00
Resources Used as Security for Borrowings	0.00	0.00



# Notes to the Performance Report

What other information supports our  
performance report?

# Note 1: Accounting Policies

## "How did we do our accounting"

### Basis of Preparation

Sugarfoot Stomp is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

This Performance Report for Sugarfoot Stomp was prepared by Board Member and Treasurer, Amy Burt.

### Goods and Services Tax (GST)

Sugarfoot Stomp is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any).

### Peer Review of Accounts

As stated in the Sugarfoot Stomp constitution, these accounts were peer reviewed by Carleen Pimm on Sunday 23rd January 2022.

#### **FINANCIAL REPORT – PEER REVIEW STATEMENT**

To the members of the Sugarfoot Stomp Incorporated.

I have peer reviewed the financial statements supplied by the treasurer. The financial report provides information about the past financial performance of the Sugarfoot Stomp Incorporated and its financial position as at 31st December 2021.

#### **The Treasurer's Responsibilities**

The Treasurer is responsible for the preparation of a financial report which fairly reflects the financial position of the Sugarfoot Stomp Incorporated as at 31st December 2021.

#### **Peer Reviewer's Responsibilities**

It is my responsibility to express an independent opinion on the financial report presented by the Treasurer of Sugarfoot Stomp Incorporated and report to you.

#### **Basis of Opinion**

A review includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial report. It also included assessing:

- whether the accounting policies are appropriate to the Clubs circumstances, consistently applied and adequately disclosed.

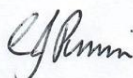
I conducted my review in accordance with generally accepted auditing standards in New Zealand. I planned and performed my review to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial report is free from material misstatements, whether caused by fraud or error. In forming my opinion, I also evaluated the overall adequacy of the presentation of the information in the financial report.

#### **Unqualified Opinion**

In my opinion the financial statements presented by the Treasurer comply with generally accepted accounting practice in New Zealand and give a true and fair view of the financial position of the Sugarfoot Stomp Incorporated, and its financial performance for the year then ended.

My peer review report was completed 23 January 2022 and my unqualified opinion is expressed as at that date.

Carleen Pimm



Past National Editor Mercedes-Benz Club New Zealand  
 Past National Treasurer Mercedes-Benz Club New Zealand  
 Past Treasurer Mercedes-Benz Club Canterbury

## Note 2 : Analysis of Receipts

### "How was it funded?"

For the year ending 31st December 2021

#### Receipt Item

	This Year 2021 (\$)	Last Year 2020 (\$)
<b>Donations, fundraising and other similar receipts</b>		
• Newtown Festival Performance	n/a	150.00
• Fundraising - Donations - Non-Members	700.00	n/a
• Fundraising - Sales	550.00	n/a
<b>Sub-Total</b>	<b>1,250.00</b>	<b>150.00</b>
<b>Fees, subscriptions and other receipts from members</b>		
• Dance Practice- Members	n/a	252.00
• Dance Troupe Practice- Members	1,823.58	1,026.00
• Fundraising - Donations - Members	240.00	n/a
• Member Subscriptions	890.00	610.00
• Merchandise- Members	0.00	100.00
• Sales- Members	3,413.50	2,165.00
• Tickets- Members	430.00	410.00
<b>Sub-Total</b>	<b>6,797.08</b>	<b>4,563.00</b>
<b>Receipts from providing goods or services</b>		
• Dance Practice- Non-Members	n/a	175.00
• Dance Troupe Practice- Non-Members	108.43	628.00
• Merchandise- Non-Members	0.00	20.00
• Other Revenue	n/a	720.00
• Sales- Non-Members	8,821.50	8,615.00
• Tickets- Non-Members	825.00	995.00
<b>Sub-Total</b>	<b>9,754.93</b>	<b>11,153.00</b>
<b>Interest, dividends and other investment income receipts</b>		
• Savings Account	0.16	0.09

## Note 3 : Analysis of Payments

### "What did it cost?"

For the year ending 31st December 2021

#### Payment Item

	This Year 2021 (\$)	Last Year 2020 (\$)
<b>Payments related to providing goods or services</b>		
• Catering	74.39	(131.00)
• Cost of Goods Sold	n/a	756.00
• Musician Fees	500.00	5,600.00
• Teaching Fees	2,795.70	4,428.00
• Venue Hireage	6,617.57	6,898.00
<b>Sub-Total</b>	<b>9,987.66</b>	<b>17,551.00</b>
<b>Grants and donations paid</b>		
• Tramways Museum Donation	n/a	50.00
<b>Sub-Total</b>	<b>n/a</b>	<b>50.00</b>
<b>Other operating payments</b>		
• Advertising	67.99	237.00
• Cash Float	0.00	115.00
• General Expenses	51.11	645.00
• Insurance	1,127.00	n/a
• Printing & Stationery	191.72	45.00
• Subscriptions	1,117.32	1,441.00
<b>Sub-Total</b>	<b>2,555.14</b>	<b>2,483.00</b>

## Note 4 : Correction of Errors

There were no correction of errors.

## Note 5 : Related Party Transactions

			This Year \$	Last Year \$	This Year \$	Last Year \$
Date	Description of Related Party Relationship	Description of the Transaction (whether in cash or amount in kind)	Value of Transaction	Value of Transaction	Amount Outstanding	Amount Outstanding
February to December 2021	Board Members: Financial Members of Sugarfoot Stomp. Amy Burt, Hamish Cameron, Bernice Jackson, Maxine Burt	Provided time and skills to run the charity over 2021	\$0	\$0	\$0	\$0
February to December 2021	Hamish Cameron Board Member + Teacher	Board Member who takes teaching fee as profit from Sugarfoot Stomp	\$994.39	\$1,066.65	\$0	\$0
February to December 2021	Bernice Jackson Board Member + Teacher	Board Member who takes teaching fee as profit from Sugarfoot Stomp	\$1,089.28	\$0	\$0	\$0
May to December 2021	Steph Fairless Account Signatory + Approves Payments	Takes a teaching fee as profit from Sugarfoot Stomp	\$682.03	\$0	\$0	\$0
February to December 2021	Amy Burt and Maxine Burt	Family Members on the Board. No financial transactions or relationships exist within the charity.	\$0	\$0	\$0	\$0
May to December 2021	Amy Burt Board Member + Teacher	Full NZ Registered Teacher with Current Practicing Certificate. <b>Donated ALL</b> teacher time over 2021 back to the charity to the value of <b>\$960.59</b>	\$0	\$0	\$0	\$0
January 2021	Island Bay School Amy Burt employed as a teacher	Able to cover cost of printing the performance report for 2020 for less than a standard printing company. Sugarfoot Stomp provided the paper.	\$53.00	\$0	\$0	\$0
April 2021	Harriet Richards Member + Teacher	Full NZ Registered Teacher with Current Practicing Certificate. Taught x1 workshop for International Dance Day. Paid \$30.00 teaching fee.	\$30.00	\$0	\$0	\$0
July 2021	Jo Wallace	Full NZ Registered Teacher with Current Practicing Certificate. Covered x2 sessions for Swing Dance classes and <b>donated ALL teacher time</b> back to the charity to the value of <b>\$17.98</b>	\$0	\$0	\$0	\$0

## Note 6 : Events After The Balance Date

There were no events that have occurred after the balance date that would have a significant impact on the Performance Report.  
(Last Year - Nil)



## Note 7: Additional Notes

### Financial Report and Strategy 2020/2021/2022/2023

As a result of the treasurer setting and following the 2020 Financial Strategy there has been a huge turn around in the financial position of Sugarfoot Stomp during 2021.

The current financial systems in place are excellent, thorough, and provide all the necessary information to help readily obtain the financial position of Sugarfoot Stomp at any given time. Accounting programme Xero is now a permanent fixture and Sugarfoot Stomp could not be operated successfully without it. Collating and writing this Performance Report relies on all interacting systems and everyone connected to Sugarfoot Stomp ensuring they follow them.

Current financial systems have more than proven their stability in guiding Sugarfoot Stomp through the dire consequences that previous Board financial decisions have had.

Sugarfoot Stomp has made steady progress towards the minimum savings goal of \$10,000 for emergency funds to help cope with the impacts of unforeseen situations.

While the treasurer encourages Members to celebrate the 2021 successes there is a hope that more people will grow in confidence to get involved in generating funds. This is so that Sugarfoot Stomp will continue to thrive in supporting swing dance sustainability.

The treasurer also advises that while positive, this success is just a first glimmer of hope on a long and hard journey still to come.

There is much work to be done before the Financial Strategy is achieved. 2022 remains another a make or break year for Sugarfoot Stomp.

### Teacher Fee Invoices

Teachers who take classes/workshops through Sugarfoot Stomp are given 2 weeks to get their invoices to the treasurer for payment. The treasurer has noticed that despite consistent email reminders, some invoices have not been reaching the treasurer until months after the information for the fee has first been sent to the teacher.

The longest wait for a teacher invoice was 4 months, putting unnecessary pressure on the end of the financial year in December. This long wait time makes it difficult to ascertain the current financial position at any given time.

Looking forward, it would be appreciated if the timeframe of 2 weeks could be adhered to by all teachers.

### Money Owing / Loss of Profit

#### Money Owing: February 2021

Contact was made via Sugarfoot Stomp Facebook Messenger for Sugarfoot Stomp to teach a workshop at a party in February 2021.

Payment for this transaction has not yet been received by Sugarfoot Stomp. As per policy, any payments related to Sugarfoot Stomp go straight into the Sugarfoot Stomp bank account directly from the payee.

This remains unresolved and further discussion and investigation is required by the Board into 2022.

#### Loss of Profit / Money Owing

The Financial Report and Strategy 2020/2021/2022/2023 states that ***"close scrutiny by the treasurers will be carried out for every financial transaction."***

The table below is a summary of the loss of profit. It was not calculated in the end of block profit share, therefore not included in the final financial report.

This remains unresolved and further discussion and investigation is required by the Board into 2022.

Block and Class Number	Class Name	Amount Owing	Still under Board investigation
Block 2	Learn to Swing Dance	\$30.00	no
Block 2	Intermediate Lindy Hop	\$40.00	no
Block 4: Class 1	Learn to Swing Dance	\$5.00	no
Block 4: Class 1	Learn to Swing Dance	\$5.00	no
Block 4: Class 2	Learn to Swing Dance	\$15.00	✓
Block 4: Class 3	Learn to Swing Dance	\$15.00	✓
Block 4: Class 1/2/3/4	Learn to Swing Dance	\$60.00	✓
Block 4: Member Pass	Intermediate Lindy Hop	\$65.00	✓
Block 4: Class 3	Intermediate Lindy Hop	\$15.00	✓
Block 4: Class 4	Intermediate Lindy Hop	\$15.00	✓
Block 4: Class 6	Intermediate Lindy Hop	\$15.00	✓
Block 6: Class 2	Learn to Swing Dance	\$15.00	no
<b>TOTAL Amount Owing / Loss of Profit for 2021</b>		<b>\$295.00</b>	



*"The passion for swing dancing excites me about Sugarfoot Stomp"*

*"A fun way of keeping fit in the evenings, as well as meeting new people (we're new to the area)."*

Feedback from the Sugarfoot Stomp Annual Community Survey 2021

**This Performance Report has been approved by the Board on behalf of Sugarfoot Stomp**

Date: 26 / 12 / 22

Signature: BA Jackson

Name: Bernice Jackson

Position: Board Member

Date: 26/2/22

Signature: 

Name: Hamish Cameron

Position: Board Member



**Approval**



**Sugarfoot Stomp**  
**Performance Report**  
**2021**

