



Australian
Callers
Federation

SECRETARY

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MINUTES BOOKLET

from the meetings held at the

***50TH Australian National
Square Dance Convention***

P E R T H

J U N E 2 0 0 9

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MINUTES OF THE FIRST BOARD MEETING HELD AT THE 50TH AUSTRALIAN NATIONAL SQUARE DANCE CONVENTION, ON FRIDAY 5TH JUNE 2009, AT THE LOFTUS CENTRE, PERTH

1. OPENING REMARKS:

Meeting Opened 9.05 am by Chairman Jeff Van Sambeek who welcomed all in attendance

2. ATTENDANCE: Andy Lown, Jeff Van Sambeek, Nev McLachlan, Margaret Betts, Alan Evans, Allen Kerr, Kevin Kelly, Howard Cockburn, Jeff Seidel, Steve Turner, Paul Long, Graham Elliott, Diane Austen, Ted Thomas

APOLOGIES: David Smythe, Rod Dinte,

WELCOME: Jeff Van Sambeek welcomed Jeff Garbutt, Gary Petersen and Mike Davey to the meeting as guests.

3. MINUTES OF PREVIOUS MEETING AND BUSINESS THEREFROM:

The Minutes of the 2008 meetings were distributed after the 2008 meeting and again early in 2009. These minutes were moved to be taken as read and confirmed as a true and accurate record. Moved Margaret Betts seconded Graham Elliott. [09B001MINUTES]

BUSINESS THEREFROM: nil

4. CORRESPONDENCE REPORT AND BUSINESS THEREFROM:

OUTWARD:

All board members: Précis of Brisbane Meeting

Congratulations to members on their election to Office positions.

Letter of thanks to 49th National Convention Committee

INWARD

\$500 donation from 49th National Convention Committee.

Apologies from David Smythe and Rod Dinte

51st National Committee re loss of data in the recent Victorian Bushfires requesting copies of any correspondence (including emails) from the ACF

Moved Steve Turner seconded Margaret Betts, "That the Inward Correspondence be accepted and the Outward be endorsed" Carried [09B002CORRESPONDENCE]

BUSINESS ARISING: nil

5. TREASURERS REPORT & BUSINESS THEREFROM:

Read and moved for acceptance by Howard Cockburn. Seconded by Alan Evans carried.

[09B003TREASURERS]

A. Ted Thomas asked for clarification of costs of Minilab. The allocation and breakdown was explained.

6. CHAIRMAN'S REPORT & BUSINESS THEREFROM:

Presented by Jeff Van Sambeek seconded by Ted Thomas. Carried [09B004CHAIRMAN]

7. CALLERLINK EDITOR'S REPORT & BUSINESS THEREFROM:

Expressions of interest from Board Members for the position of CALLERLINK Editor were called. It was noted that if not resolved at this meeting it will need to go to the General Meeting. Jeff Garbutt gave an overview of this position and Paul Long offered to take over for the term of 12 months. Jeff Garbutt offered to continue as assistant and collate, print and arrange postage of the finished magazine.

For General Meeting: **Resolved;** if an ACF Member is currently receiving CALLERLINK via email, they will no longer receive a printed version.

ACTION: Members to be advised of this change in the next edition of CALLERLINK.

8. STATE ASSOCIATION'S REPORTS:

Discussion re: State Reports being printed and distributed at the general meeting and "tabled" rather than read.

Discussion followed:-

- If everything is just tabled at a general meeting, what is the use of a meeting?
- Reading out reports prompts discussion – if they are just handed out they are unlikely to be read.
- Reports are printed in Callerlink but there might be callers present at the general meeting that are not members.
- Suggestion to put out a special edition of Callerlink a week early just for tabling reports & saving time at meetings.

Resolved to put it to the members at the General Meeting. "Board will make a decision after getting general feeling from the members.

Moved Ted Thomas seconded Kevin Kelly that State Reports be accepted and to be read at General Meeting. **CARRIED** [09B005STATE REPTS]

9. ELECTION OF BOARD MEMBERS:

Summarizing what will happen at the General Meeting for all Board Members information

Standing Down:- David Smythe (Q), Jeff Seidel (SA), Margaret Betts (NSW), Allen Kerr (ACT), Jeff Van Sambeek (i)

Using the formula for allocation of board positions outlined in By Laws 2.102, State Associations are able to make the following nominations.

ACT 1, QLD 1, SA 1, VIC 1, NSW 1,

Nominations will be called for from the floor of the meeting for one independent board member to complete the make-up of the board.

If any state is unable or fails to make its nomination, further nominations for independent board members will be called for from the floor of the meeting.

10. SPECIAL BUSINESS:

1. REPORTS

a. Registrar/Website/Database - Allen Kerr

Allen Kerr opened discussion regarding ACF Website/database. Paul Long brought forward the fact that information on callers differs in sections. Allen explained there are 2 databases running so effectively some people have 2 card files & only basic information is disclosed under those on the executive – full info is available under callers own profile.

Allen explained the complexity of the site and some of the problems that he has had to deal with this year, including the errors caused by the chosen anti-virus software program(CA) when it conflicted with the firewall and router disabling the ability to upload or download. This is still an ongoing problem that hasn't been 100% resolved.

Allen went on to list about 18 callers who have not as yet had assessments. 6 of these have asked for re-assessment. These callers are:

Gary Petersen, Darren Taylor, Ralph Weise, Alannah Smith, Kay Walker, Matthew Mills, Steve Weeks, Jan Hay, Scott McKenzie, Michael Mills, John Riach, Bevan Titmarsh, Barry Wootten, Frances Hickson, Lynette McPherson, Bradley Milton, Daryl Burrows, Margaret Harvey

Allen outlined the procedure for assessment for the benefit of those members new to the Board. A discussion followed on the re-assessment process as there have been requests for re-assessment that have not been actioned. Caller's Breakfast on the Monday morning following a National Convention is the place to assess those who have not called previously at a National. For re-assessment Allen Kerr asked if **all** board members would please respond to the email request for re-assessment either with an assessment based on having heard the person call, or a response stating that the person had not been heard calling. Only then can responses be accurately measured and assessments finalized.

Nev McLachlan read out the "Procedure for re-assessment at Convention Eligibility" from the Board Members Manual that is in place at the moment. Re-iterated that ALL state coordinators are responsible for emailing (Inc 'CC' to all) for requests for re-assessment.

Graham Elliott made the suggestion that re-assessment be made a standard agenda item for future ACF Board Meetings.

When State Coordinators request a re-assessment on behalf of a caller, they are to add to email request an indication of where the caller is likely to be seen calling next (like a state or a national convention)

Graham Elliott suggested an addition to the current formula: that state coordinators will ask (all the Board) and everyone is to respond with either Nil, 1, 2, 3, 4 or 5.

It was **resolved to add to the Board Members Handbook:**

"When returning an assessment, members are requested to respond to the Registrar only, (not CC to all) and to mark as 'confidential'."

b. The Use of Digital Music:

Last year a discussion was left hanging regarding the use of digital music at National Conventions. New Zealand is keen to adopt (or at least look at) our procedures for handling digital music. A draft email was sent to all Board members but had no replies. If there are no problems, it could be adopted.

ACTION: Graham will send it out again for voting and finalizing

10. SPECIAL BUSINESS continued

c. National Decision Making:

Callerlab system of handling voting on-line is different. Callerlab put out a motion for discussion and then once discussed, Chairman will call for a vote. Reply “to all” on both. Members can be influenced by others’ opinions. Current “Procedures for National Decision Making” were read and some additions/modifications were made.

ACTION: The Guidelines and Handbook will be updated where appropriate

11. GENERAL BUSINESS:

A. National Callers Meetings Paul Long feels that these meetings seem to be going backwards – take too long – reports for one. We used to have seminars and come away from a national having learned something. Can we get back to this?

Howard Cockburn mentioned that there was a caller’s seminar at Gosford in 2006, Minilab in Brisbane in 2008.

Discussion on feasibility of some sort of training seminar following the 2010 in Victoria.

Steve Turner has volunteered to hold a topic at the callers meeting next year. 1 hour at the end of the meeting.

Moved Howard Cockburn, Seconded Paul Long that “Tasmania to host, with Victoria’s assistance, a callers conference in 2012 prior to the Convention” CARRIED Howard to liaise with Diane Austen. [09BO06CALLERCONFERENCE]

B. ACF Calendar: Steve Turner raised a previously discussed idea of a Calendar to assist raising funds for a Minilab-type event. Maybe the one in Tasmania. Steve would like it to be tasteful. Who would be invited to be ‘on’ it? Envisaged that it would be an ACF Project but because there was some negative feedback, Steve would be happy to do it as a private enterprise and donate proceeds to ACF.

Howard agreed that callers invited should be ‘traveling’ callers. But is it ethical? – Will it be detrimental to our image?

Cost? Ranging from \$7 to \$12 per calendar for 500. 12 month standard flick up style. Cost of photographer not included. Steve envisaged each caller to pay for their own photographer in light of this being a fund raising exercise.

Put to the vote – “Do those present support this as an ACF Project (as opposed to Steve doing it as a private project)” 9 for, 3 against. Carried [BO07ACFCALENDAR]

Discussion ensued about the content of the calendar and concerns were voiced re the content and salability of the finished product. Outlay vs. Returns.

C. Hall of Fame: Jeff Seidel raised the previous discussion re bringing Jack Murphy to the 50th National and the History of Square Dancing in Australia. Jeff asked if each state coordinator would look into sending historical information for Jeff to collate.

Jeff asked that caller’s wives be acknowledged by the ACF. Resolved from discussion that this would be difficult, if not impossible, to administer.

Meeting closed 12.10 for resumption following the General Callers Meeting.

MINUTES OF THE NATIONAL CALLERS MEETING (INCORPORATING THE ANNUAL GENERAL MEETING OF THE AUSTRALIAN CALLERS FEDERATION) HELD AT THE 50th AUSTRALIAN NATIONAL SQUARE DANCE CONVENTION, FRIDAY 5TH JUNE 2009, AT THE LOFTUS CENTRE, PERTH,

1. MEETING OPENING AND CHAIRPERSON'S COMMENTS:

Meeting opened at 1.05 p.m. Chairman Jeff Van Sambeek welcomed all callers.

2. ATTENDANCE AND APOLOGIES:

PRESENT AS PER ATTENDANCE SHEET WAS:

Diane Austen (Tas), Darren Taylor (Vic), Andy Lown (NSW), Graham Elliott (SA), Nev McLachlan (Qld), Jeff Van Sambeek (WA), Margaret Betts (NSW), Tony Hooper (Vic), Mike Davey (Vic), Howard Cockburn (Vic), Ted Thomas (NSW), Jeff Seidel (SA), George Kent (NSW), Les Heaton (NSW), Ron Burrett (NSW), Dougal Findlay (Qld), Alan Evans (Qld), Andrea Braun (SA/Vic), Neil Wynn (Vic), Paul Long (WA), Brian Hotchkies (NSW), Ken Pike (WA), Kevin Kelly (WA), Brendan Zoroan (WA), Don Gauci (WA), Kevin Fitzgerald (WA), Gary Petersen (Qld), Alan Eades (WA), Glenn Wilson (Qld), Bevan Titmarsh (Qld), Trish Hollway (WA), Steve Turner (WA), Allen Kerr (ACT), Janice Alexander (Vic), Les Tulloch (SA), Gary Carpenter (NSW)

APOLOGIES WERE RECEIVED FROM:-

Jim Buckingham (WA), Rod Dinte (Qld), David Smythe (Qld), Graham Rigby, (Qld)
Paul Ashton (Tas), Graham Jameson (Vic), Andy Colvin

3. MINUTES OF PREVIOUS MEETING AND BUSINESS THEREFROM: The minutes of the 2008 Meeting were published in Callerlink. Moved Ted Thomas seconded Darren Taylor "That the Minutes be taken as read and accepted as a true and correct record." [09ACF001MINUTES]

BUSINESS THEREFROM: nil

4. CORRESPONDENCE REPORT AND BUSINESS THEREFROM:

BUSINESS THEREFROM:

Letter out after last convention to all board members going over what the meeting was about and congratulating people to positions of office etc.

Letter accompanying a \$500 donation from 49th National Convention Committee.

Letter of thanks to 49th National Convention Committee

Written apologies from D Smythe and R Dinte

Agenda Items

Letter from 51st National Committee re Receipt of correspondence

Nominations to Board positions

Moved Andy Lown, Seconded Alan Evans "That the Inward Correspondence be accepted and the Outward be endorsed " CARRIED [09ACF002CORRESPONDENCE]

5. TREASURER'S REPORT & BUSINESS THEREFROM:

Howard Cockburn presented the Treasurer's Report. Moved for acceptance by Ted Thomas seconded Howard Cockburn Carried [09ACF003TREASURERS RPT]

6. CHAIRMAN'S REPORT:

Presented by Jeff Van Sambeeck

Silver microphone awards to be presented to:

Alan Eades, Wilma Flannery, Ross Kinney, Vickie Dean, Steve Dean, David Gibbs, Shirley Gibbs, Ron Jones, Vince Spilane, Janet Cook

7. CALLERLINK EDITORS REPORT: Taken as read. Will be published in Callerlink.

8. STATE ASSOCIATION'S REPORTS: will be printed in Callerlink

ACT - No Report
NSW - Andy Lown
QLD - Gary Petersen
SA - Jeff Seidel
TAS - Diane Austen
VIC - Howard Cockburn
WA - Kevin Kelly

These reports accepted.

9. ELECTION OF BOARD MEMBERS

Standing Down: Jeff Seidel (SA), Allen Kerr (ACT), David Smythe (QLD), Jeff Van Sambeeck (Ind)

State Callers Associations have made the following nominations as per ACF By Laws 2.102

SA - Jeff Seidel
ACT - Allen Kerr
QLD - Gary Petersen
VIC - Mike Davey

Resolved: that South Australia's nomination for Jeff Seidel for State Coordinator also be taken as a nomination for Board Member.

Jeff Van Sambeeck vacated the chair in favour of the secretary. Nominations were called from the floor for the one vacant position of Independent Board Member.

Independent Board Member – Jeff Van Sambeeck nominated by Kevin Kelly, Seconded George Kent
There being no further nominees, Jeff was welcomed to the position.

Note: Les Heaton was nominated by NSW to take over the last year of a three year term for Barry Wonson.

Mike Davey was nominated by Victoria to take over the remaining 2 years due to the resignation of Peter Humphries.

A welcome was extended to the new/existing board members.

10. SPECIAL BUSINESS:

- a. **REGISTRAR/WEBSITE/DATABASE:** Allen Kerr opened discussion from the floor re the ACF Website. No questions.
- b. **PUBLIC RELATIONS:** Graham Elliott presented an overview of the "new caller" seminar to be held tomorrow morning.
- c. **CALLERLAB LIAISON:** Graham Elliott presented this report

10. SPECIAL BUSINESS continued.

- d. **2008 MINILAB:** Howard Cockburn presented this report.
- the Minilab ran at a loss but overall it was very successful.
 - Allen Kerr made note that last years Brisbane National Convention ran at a profit and suggested that the 49th Convention committee benefited from the American callers brought by the ACF to the Minilab. Maybe they could be approached to assist with the ACF's short fall for Minilab. Howard Cockburn advised that the Convention Committee had already contributed in many ways.
- e. **PROGRAM ADVISORY PANEL:** Steve Turner reported that as the panel comprises of one member from the convention just past, one from the current convention and one from the next future convention, one member has to be replaced each year. This year Nev McLachlan will be replaced by a board member not connected with the committee for the 52nd National in Darwin
- f. **2009 PROGRAMMING & USE OF DIGITAL MUSIC:** Jim Buckingham was scheduled to speak about the current set up as this convention was allowing use of digital music and control onstage by callers. Jim was unable to attend because of other responsibilities therefore Graham Elliott lead discussion on guidelines for use of digital music at conventions.
- g. **2010 CALLERS GET TOGETHER:** Howard discussed the expected format and advised that there would be opportunity for new callers to call and also time will be allocated to some caller training.
- h. **2010 PROGRAMMING:** Darren Taylor, in his capacity as Program Manager, spoke on next years National. He advised that a draft program was available at the "2010 kiosk/booth" for those interested.
- i. **2011 CONVENTION:** (Darwin) . Mike Davey announced that the theme will be "Outback." All states are represented on the committee. Procedures are in place for a successful program. **ACTION:** Mike will email his report to Nev.
- j. **SCHOOLS PROGRAM:** Darren Taylor reported on the program that he has developed for use in schools. He will make it available to the ACF as a building block.

11. GENERAL BUSINESS:

1. Alan Evans raised the subject of fees due to both APRA and PPCA. Nev reported that callers do not need to pay anything to PPCA. A special APRA rate has been acquired by the ACF for its members and this fee covers all callers.
2. Callerlink. Jeff Garbutt announced that printed copies of current Callerlink were available for collection after the meeting for those who still prefer to receive the hard copy version.
3. Alan Evans advised that he had recently seen Graham Rigby who is doing well. Through Alan, Graham passed on his best wishes to all at this convention.
4. A Caller Seminar has been proposed for the 2012 National in Tasmania. General agreement was for it to be held **prior** to the convention.
5. Steve Turner commented regarding the sound at Hall 1 last night in respect to there being no sound man. He described the expected procedure for those programmed to call.

11. GENERAL BUSINESS: continued

6. Reminder of the Callers' Breakfast on Monday morning. We will hear from new callers and along with 2 other guest speakers, Steve Turner will talk on "how to improve your memory."

12. MEETING CLOSED:

The meeting was closed at 3.05 p.m. by Jeff Van Sambeeck who thanked all in attendance.

MINUTES OF THE SECOND BOARD MEETING HELD AT THE 50TH AUSTRALIAN NATIONAL SQUARE DANCE CONVENTION, ON FRIDAY 5TH JUNE 2009, AT THE LOFTUS CENTRE, PERTH

1. **MEETING RE-CONVENED** at 3.25 p.m. with a welcome by Jeff Van Sambeeck to new members Mike Davey, Les Heaton and Gary Petersen.
2. **ATTENDANCE & APOLOGIES:** AS PER FIRST PART OF THE MEETING plus Mike Davey, Les Heaton and Gary Petersen.
Apologies: Kevin Kelly
3. **DISCUSSION:**
 1. **STATE CALLERS ASSOCIATIONS NOMINATIONS:**
NSW Callers association is yet to confirm that Barry Wonson has stood down because of missing the last 2 nationals. Les Heaton is to finish Barry's term (1 year to go)

Mike Davey is completing a 3 year term
4. **ELECTION OF OFFICERS**
 - (A) **CHAIRMAN:** Jeff Van Sambeeck nominated by Paul Long, seconded by Alan Evans.
 - (B) **VICE CHAIRMAN:** Steve Turner nominated by Andy Lown seconded by Howard Cockburn.
 - (C) **SECRETARY:** Nev McLachlan nominated by Howard Cockburn seconded by Jeff Van Sambeeck.
Minutes Secretary: Diane Austen nominated by Nev McLachlan seconded by Paul Long.
 - (D) **TREASURER:** Howard Cockburn nominated by Ted Thomas seconded by Steve Turner.
 - (E) **REGISTRAR:** Allen Kerr nominated by Margaret Betts seconded by Les Heaton
 - (F) **PUBLIC RELATIONS OFFICER:** Gary Petersen nominated by Steve Turner seconded by Alan Evans.
 - (G) **CALLERLINK EDITOR:** Paul Long offered to assume this position, with the assistance of Jeff Garbutt, for a term of 12 months.
 - (H) **CALLERLAB LIAISON OFFICER:** Graham Elliott nominated by Nev McLachlan seconded by Andy Lown.
 - (I) **PROGRAM ADVISORY PANEL** Graham Elliott nominated for the vacant position

As there were no further nominations for any of the above positions all were declared.

(J) State Coordinators:

ACT	Allen Kerr
QLD	Gary Petersen
NSW	Andy Lown
VIC	Howard Cockburn
SA	Jeff Seidel
WA	Kevin Kelly
TAS	Diane Austen

(K) Auditor TBA

5. GENERAL BUSINESS CONTINUED

(D) PROCEDURE OF RECORDING DECISIONS: Steve Turner asked for the procedure of recording decisions that are being made via email.

Resolved: These decisions would become part of the President's Report and added to the Minutes/Reports

Action : Diane Austen would go over old emails and collate for secretary.

(E) ASSESSMENT/ELIGIBILITY: Discussion resulted to change Allen Kerr's motion Moved Graham Elliott seconded Steve Turner "That if a caller does not return their form to the ACF Registrar, a marking of NV (Not validated) will be placed against their convention eligibility." Carried. [09B008 ASSESSMENT/ELIGIBILITY]

Moved Graham Elliott, seconded Steve Turner "That a letter be sent to the National Convention Board notifying them of the additional caller eligibility category "Not Validated"(NV) used in the ACF database. This means the caller has not returned his/her eligibility form to the ACF registrar to enable validation of his/her eligibility. Further, the caller with this category shall be ineligible to call at National Conventions and future program managers are to be notified".. CARRIED [09B009ASSESSMENT/ELIGIBILITY]

(F) REMOVAL OF MEMBER FROM DATABASE: Following discussion it was **moved** Jeff Seidel, seconded Ted Thomas "that Peter Humphries be removed from the ACF database as per his written request." Carried. [09B010 REMOVAL FROM DATABASE]

(G) CONTACT LIST: Reminder by Jeff Van Sambeeck for new state coordinators to advise secretary of email addresses. He also reminded all members to update their "contact list."

(H) INFORMATION SESSION Graham Elliott reminded those present of the caller info session Saturday morning at 9.00 am and asked that those in an MC position to mention as often as possible to ensure a maximum attendance.

12. MEETING CLOSED:

Meeting closed 4.35 pm with thanks to all in attendance