



## Loxton Community Dance Club

### Minutes

	MEETING ITEMS	ACTIONED BY
<b>1</b>	<b>Meeting Details</b>	
a.	Alison called to order the regular meeting of the Loxton Community Dance Club at 7pm on 17th Sep 2024 at Loxton hotel.	
<b>2</b>	<b>Attendees</b>	
a.	<p>Heidi conducted a roll call. The following persons were present: Jade, Alison, Kaitie, Donna, Heidi</p> <p>Apologies - N/A</p> <p>Previous minutes accepted by:</p> <p>Moved – Jade</p> <p>Seconded – Kaitie</p>	
<b>3</b>	<b>Advertising / Marketing</b>	
a	Ali - people getting confused between us and step by step together. Unsure where confusion is coming from. People are wondering if we are connected.	
b	<p>Advertise for more teachers - jade to send Kaitie information, Kaitie to make make an email/facebook, including job description, classes, expectations,</p> <p>████████████████████</p>	Jade/Kaitie
c	<p>Possible teachers</p> <p>██████████</p> <p>██</p>	<p>Heidi to ask</p> <p>██████</p>
	Additional committee members - At Concert we will announce AGM and ask for interest in joining committee	
	term by term advertising to schools	
	redo save the date for concert, with location	
<b>4</b>	<b>Fundraising / Grants / Sponsorship</b>	
	<p>raffle</p> <p>- Facebook post to ask families for raffle donations, give to teachers. Raffle donations to Donna by the 30th October</p>	

	<p>- Kaite to send raffle book home next week 23rd/24th/25th sep. Raffle books to be back by October the 30th</p> <p>-finished raffle books can go into the locked money box at dance.</p>	
	-home hardware sausage sizzle (fundraising idea to pursue)	
	send out sponsorship letter to businesses (check in at next meeting)	
<b>5</b>	<b>Student Business</b>	
	<p>sports vouchers</p> <ul style="list-style-type: none"> <li>- policy and procedure to ensure child safe environments- Jade</li> <li>- lodge .....</li> </ul> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
	-Paper rolls working well. Possible gold and silver stars on roll to track achievements	
<b>6</b>	<b>Events Business</b>	
	<p>Lights Up - Yes please, we would like to participate (15 to 20 mins)</p> <ul style="list-style-type: none"> <li>- Wear club leotards (need to order)</li> <li>- How possible would it be to organise the wooden stage for our girls to dance on? Possibly email River Rockers regarding flooring they perform on at events</li> </ul>	
	<p>Expo</p> <ul style="list-style-type: none"> <li>- next time have raffle ready to sell books</li> <li>- book times for demonstrations</li> <li>- received a business card [REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED] (possibly source a seamstress for us)</li> </ul>	

	<p>Concert</p> <p><b>1st or 8th of Oct meet to talk about concert</b></p> <p>-trophies (Donna) how many? so Donna can order (the gold and silver sticker system will help to back up the decisions for trophies, look more at this for concert 2025)</p> <p>Novice- "Most Improved"</p> <p>-raffle (Kaitie and Donna) see above</p> <p>-running sheet (Heidi)</p> <p>-powerpoint (Kaitie) do we need one? Yes We have our own projector, just need to source a screen to project onto.</p> <p>-form for the high school (miss Jade)</p> <p>-set up/chaperone volunteer notes/packup Teachers to organise Follow up [REDACTED] as a chaperone (have they done a working with children check)</p> <p>-set a date for walk through (email to ask if we can catch up in holidays)</p> <p>-lighting? who runs this? Just turn them on? Miss Jade has a tech guy she could ask to help us out</p> <p>- curtains leave open? save time, need to be manually turned</p> <p>-Light and sound system is how we play the music. Who does this?</p> <p>-maintenance ?</p>	<p>Jade Alison</p> <p>Kaitie</p>
	comedian at the historical village - megan sent a message to Heidi	
<b>7</b>	<b>Teacher Business</b>	
	<p>'duos were supposed to be free for those in solo and group too' discuss, confirm and move (the 3rd thing is free/duo) Next season, only allowed to do a solo if you are in a group dance too.</p> <p>-miss jade to show Kaitie how to do a credit note</p> <p>-</p>	
	Club Leotard (Miss Jade) if we approve, can we order asap - signatories need approving at bank before jade can do this	<p>Move- Heidi</p> <p>Second - Alison</p>
<b>8</b>	<b>New Business</b>	
	<p>New Laws re: posting pictures of people publicly</p> <p>-Miss Jade to check up on this</p>	
	Alison to sign minutes once Heidi has - make a protocol	
	constitution - revisit each year, particularly new members (do we need to add 'minutes can be distributed to club members upon request')	
	Do we have a postal address? Heidi filling in forms - Miss Jade's address at the moment. [REDACTED]	

	Curtesy email/letter informing families about any changes in 2025 (fees/concert date change)	
<b>9</b>	<b>Correspondence / Documents</b>	
	<p>██████ contacted LCDC regarding: invoice to be amended to no duo fee term 3 2024.</p> <p>As per committee chat, Miss Jade suggested to go ahead and amend her invoice. Heidi and Kaitie agreed. Heidi responded ██████ email and Kaitie amended the invoice to reflect her request.</p>	
	Received a verbal request from ██████ for a copy of 'the' minutes. Unsure which minutes she is wanting. Maybe wait for an emailed request with more information.	
	<p>Nick Dillon - email regarding meeting with him</p> <p>wants to catch up with local associations to understand your challenges and opportunities going forward.</p> <p>Building strong relationships with clubs is vital to my role so I can better understand how I can assist you, but also so you understand where my role fits within each council.</p>	
	██████ email 29th Aug – re: resignation, Heidi to respond	
	Heidi emailed Mardi Gras thanking them for their help and asking the status of our communication	
	<p>Heidi emailed Sue Schultz regarding catching up, who needs to be at the meeting, day/time (discuss storage options) find a date &amp; time to meet with Sue and Rachel. Possibly going to only have a small cupboard to store teacher equipment for classes. Costumes and clothes rack possibly go into a storage unit. Heidi to email Sue and Rachel Tues 1st or Tues 8th of October between 4:00-4:30</p>	
	Loxton Light's up Email 30th Nov	
	Kaitie's emails regarding raffle prizes	
<b>10</b>	<b>Finance</b>	
	<p>\$175 per month for a storage unit (\$2100 per year)</p> <p>Rental set up through Ray White Real Estate</p>	Moved - Jade Second - Alison
	bank visit / forms need to be filled in	Heidi
	<p>Madden's quoted \$120 per month to audit our accounts and tax reporting. (\$1400 per year)</p> <p>Email correspondence to ██████</p>	Moved - Alison Second- Heidi
	<p>Maybe do monthly overviews</p> <p>(Monthly treasury report)</p> <p>- look at getting an easy overview for monthly meetings</p>	
<b>11</b>	<b>Meeting Closed</b>	

Chairperson Name adjourned the meeting at 9pm. Minutes submitted by: Heidi Minutes approved by: Alison	
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Confidential: