



---

SAN FRANCISCO BRANCH, INC.

Minutes of the Teachers' Committee Meeting  
**Saturday, March 17, 2001**

---

Called to Order at 5:34 pm at the home of Susie Langdon Kass  
25 Vista Verde Ct., San Francisco, Ca.

Attending;

Cathy Bertics, Coletta & Armin Busse, Juliet Davoren, Alex & Marianna Harvey, Bruce Herbold, Paula Jacobson, Susie Langdon Kass, Avril & David Quarrie, Kathleen McAdam, Connie Muir, Don & Lin Pettengill, Alan Twigg.

Apologies;

Ellen Aaron, Eugene Bissel, Emily Evans, Bruce & Jo Hamilton, Carolyn Hunt, Doug & Gloria McConnell, Bob McMurtry, Gary Thomas, Ron Wallace.

### **Old Business**

1. **Minutes of January 13, 2001** were discussed and accepted.
  
2. **Report on the Teacher's Workshop 2000** Armin Busse reported that a his conversation with the treasurer and the musicians showed that they didn't get paid yet. The final report will be submitted to the Committee at the following meeting.
  
3. **Teacher Trainer job description** Bruce Hamilton sent a letter which was read by the secretary. A copy of his proposed job description was circulated. Please find copy enclosed.
  
4. **CPR class on March 17, 2001** Class participants numbered 11. All who attended reported being exhausted but satisfied with the experience. All passed for certification.
  - 4.1 Susie Langdon Kass proposed that the class be offered in alternating years and encourage class managers to also become certified.

Now that the class has been a success for two years running the TC agreed to turn the administration of the class over to the Branch Board, pending their acceptance. Susie has agreed to continue as liaison for the class, but would like to pass the management of recruitment on to someone else.

The Teachers Committee thanked Susie Langdon Kass for organizing the CPR class.

*Action Item;* Armin Busse will write a cover letter.
  - 4.2 The TC has agreed to pass a suggestion on to the Branch Board that an AED (defibrillator) be purchased to have available at branch events.

*Action Item;* Paula Jacobson will take the suggestion for the AED to the Branch Board and request that they take over the administration of the CPR class.

**5. Report on Program Guidelines** Alan Twigg submitted the Guidelines last meeting and they were circulated with the minutes. Bruce Herbold moved that the Guidelines be accepted. Paula seconded, the motion carried.

The Chair thanked Alan and his committee for their work.

**6. Report on Briefing Guidelines** submitted by Juliet Davoren were discussed. The following TC meeting will be held in conjunction with a workshop to be organized by Juliet, Bruce Hamilton and Coletta Busse. The workshop will focus on briefing techniques and MC skills.

Kathleen McAdam and Gene Bissel will confirm the availability of a hall in Lafayette.

All teachers are encouraged to attend this workshop, especially those who received their certificates in the last few years. A flyer will be following soon with further information.

**7. Report on TAC Summer School Plans** Kathleen McAdam announced that due to difficulties with the Mills College site the TAC 2001 AGM/Summer School will not be held in the San Francisco area. See TAC newsletter for further information.

Kathleen reports that TAC is still interested in the San Francisco area as a site for the AGM/summer school and that she and her committee have not disbanded, but will pursue the possibilities for the 2002 event. She mentioned that the TAC board was very satisfied with the work and preparations being submitted.

The Committee thanked Kathleen and her committee for their efforts.

**8. TAC Area representative Trainee** Kathleen has expressed the intention of stepping down as representative of the San Francisco area to the Teachers Association of Canada (TAC). Bruce Hamilton and Alex Harvey have both expressed interested in taking on the position. Kathleen will be contacting them to make arrangements.

**9. Party Program, Jean Patrick dance, due date recommendation** A discussion was held over the necessity of requiring the JP dance program done so early. Bruce Herbold moved that the program not be due until June 1. Alan seconded. The motion carried.

**10. Fall 2001 Teacher Workshop** Teacher Workshop is confirmed for Tuesday October 30,

Location: Jean Lathrup Stanford Middle School, Palo Alto

Time: approximate 7:00pm to 10:00pm

**Teacher Johann McLean**

Please forward any topic requests to Avril so she can forward them to Johann.

## **New Business**

**11. Teachers' Webpage** Armin Busse reported that Greg Reznick has agreed to fill in any necessary information on the existing webpage for teachers.

<http://www.rscds-sf.org/branch.htm#teachers>

*Action Item;* Armin Busse will verify the information on the webpage and ask to fill in the teachers package, program guidelines and briefing guidelines.

12.a. **Music Fund** Paula Jacobson told the TC that the Branch Board wanted to know if teachers would like the BB to administer a fund for providing music in classes. The response was very positive.

12.b. **Santa Cruz class events** Juliet Davoren announced that the SC class will be hosting a “Summer by the Sea” dance on August 4th with music by Lyle Ramshaw and friends.

Santa Cruz is also starting up a Family class to be held every 5<sup>th</sup> Thursday.

### 13. Verify Dates for Upcoming Events

June 30 in Lafayette in TC meeting in conjunction with Briefing/MC workshop

<b>DATE CHANGE:</b>	<b>The next meeting will be on the 07/01/01!</b>
<b>Location:</b>	<b>Lafayette, Veterans Hall meanwhile confirmed.</b>
<b>Time:</b>	<b>01:00 PM (short Teachers’ Meeting, followed by the workshop)</b>

October 30, Palo Alto Teacher Workshop (no TC meeting)

January 12, 2002 location to be announced

March 16, 2002 location to be announced<sup>7</sup>

David Quarrie moved to adjourn Connie Muir seconded. Motion carried and the meeting adjourned at 7:30 pm.