



SAN FRANCISCO BRANCH, INC.

Minutes of the Teachers' Committee Meeting
Sunday, July 1, 2001 from 01:00 PM

Called to Order at 1:15pm at the Veterans Hall Lafayette

Attending;

Ellen Aaron, Cathy Bertics, Armin Busse, Coletta Busse, Juliet Davoren, Bruce Hamilton, Alex Harvey, Marianna Harvey, Bruce Herbold, Avril Quarrie, Kathleen McAdam, Pat O'Brien, Alan Twigg

Apologies;

Ann Miller-Bagwell, Eugene Bissell, Sara Gratiot, Jo Hamilton, Paula Jacobson, Jennifer Kelly, John Kelly, Sheena MacQueen, Bob McMurtry, David Newitt, Don Pettengill, Lin Pettengill, David Quarrie, Claudette Sigg, Gary Thomas, Ron Wallace

Old Business

1. **Minutes of March 17, 2001** were discussed and accepted. Alan moved to accept, Bruce Herbold seconded, the motion carried

2. **Teacher Trainer job description** the document submitted at the previous meeting by Bruce Hamilton was discussed. Non-substantive changes were recommended to which Bruce agreed. The document was accepted with the minor changes, final version is enclosed.

3. **CPR Class** Armin reported that he had taken the TC proposal that the Branch Board assume the administration of a CPR to the Board June Meeting. Paula Jacobson also passed on to the Board the recommendation for the purchase of an automatic defibrillator device. The Branch Board considered the proposal and agreed to review the matter at future meetings.

4. **Report on Briefing Guidelines.** Juliet reported that she was prepared for the workshop to follow the meeting and requested that all present remain to participate. Please see addendum 1.

5. **TAC Summer School Plans** Kathleen McAdam reported that at this time Teachers Association of Canada is not planning to proceed with plans to have their AGM and Summer School in the San Francisco area in 2002. She asks if there is interest in considering offering to host in 2003.

6. **Fall 2001 Teacher Workshop** No topic requests have been forwarded to Avril as of this meeting. If there are topics you would like suggested to Johann McLean for the Teacher Workshop on October 30, please forward them Avril Quarrie as soon as possible.

Location is yet to be determined.

New Business

7. **Guidelines for young dancers in classes.** The Branch Board has requested that the Teachers Committee draw up guidelines for children dancing in San Francisco Branch RSCDS classes. A subcommittee consisting of Sheena MacQueen, Jo Hamilton, Cathy Bertics and chaired by Kathleen McAdam have has been formed. Bruce Hamilton moved for appointment, Bruce Herbold seconded. The motion carried.

8.1. **Thank you.** A proposal to an extend a hearty thank you to Juliet and Bruce for their hard work and preparation was made by Bruce Herbold and seconded by Avril Quarrie. The motion carried, with much enthusiasm.

The Teachers Committee wishes to Thank and Acknowledge Juliet Davoren and Bruce Hamilton for the time and hard work they contributed to preparing and facilitating the MC & Briefing workshop presented on this date.

8.2 **TC meeting notification.** Juliet reported that she was asked to bring up the topic of meeting notices. In the discussion that ensued it became clear that a clear policy on notification for Teacher Committee Activities has not been set. Please see addendum 2.

9. **Verify date and select location for next meetings**

September 29, 2001 2:00pm at the home of Alex & Marianna Harvey in Mt. View.

Motion to adjourn made by Bruce Hamilton, seconded by Avril Quarrie. Motion carried.

Meeting adjourned at 2:10pm

Addendum 1;

MC and Briefing Workshop

The Workshop began with a forum lead by Bruce Hamilton, where the duties of a Master of Ceremony for large events was discussed. The dominant theme was an MC must provide a “point of focus”, which comes with authority and responsibilities. Discussion was lively and centered on the document “The MC’s Duties” which has been distributed. Anecdotes of those who had experience as an MC illuminated a variety of perspectives on situations, pitfalls and solutions.

Juliet centered on the topic of briefing with emphasis on the formal occasion. Her comprehensive document “Beyond Words” laid the foundation for exercises and activities from which each of the participants gained insight and developed skills necessary for providing good briefings. Defining preparations as well as a variety of aspects of briefing, such as volume, pitch, speed, silence, “Beyond Words” provided a means to better understanding of the entire process.

Breaking out into small groups participants used microphones, audio, and even video tape to see and hear their delivery and presentation. Emphasis was placed on providing constructive feedback. The “reality check” from the recordings coupled with observations of colleagues proved to be very effective.

In the closing discussion we found that we had all learned something. Some of those gems were; microphones interfere with the mouth, placing emphasis on key words, enunciation, ideal ≠ I do (more often than I like), check TAC Notes and with the Ball organizers when preparing your briefings, which words could/should be left out and which words should be left in.

Bruce requested that the following be included in this document;

Notes from the flip-chart at the MC'ing Workshop.

We noted the following questions. People can decide these for themselves, or send Bruce Hamilton suggested answers.

* How to tell how long to wait between dances?

* How to tell whether to encore a dance?

It's easier to tell this and the previous one if you've been dancing (though that has other effects).
Suggestions: watch the dancers' actions; err in the direction of keeping it moving.

* People often look at (for) the MC right as a dance is ending.

* Ways to manage a 5-couple set (who does the last 2 times, and with whom).

* Similarly if it's a 2-couple set (I forget exactly what this means. Could the person who volunteered it remind me?)

This workshop was very productive for those who attended.

The Teachers Committee Chair thanked Juliet and Bruce for the excellent workshop.

Addendum 2;

Notification Policy

It is the policy of this Secretary for the Teachers Committee to send only the meeting minutes via both U.S. mail and email, consisting of four mailings a year. All other reminders, updates and other notifications will be sent via email only, as over 80% of our committee have that capability. It is contingent upon the teachers who do not have email to establish contact through a colleague who is willing to print out and forward messages and or documents.

In the future only regrets tendered directly to the Secretary via U.S.Mail, phone, or email will be posted in the minutes.