

CDO Notts – Meeting minutes 05/10/2019  
Present: Greg, Thom, Hugh, Kiri, Caius, Jon

### Schedule of procedures

Hugh has completed schedule of procedures, regular and occasional

**Action: Hugh will upload his procedures on to Trello. Deadline: November meeting**

Kiri can teach people how to do the financial stuff, but wonders if anyone actually wants to do that- he doesn't really want to inflict that on people

### Classes/members

Someone other than the teacher to do the register? A rota for that.

Or a register where tick sign themselves in: names written down in a list, and they just tick when they have used up one of their classes? Depends on the nature of future payment deals.

**Action: Hugh to talk to capoeira4all guys about what they do with their register. Deadline: November meeting**

**Action: Thom to get an example of a LindyHop group's register. Deadline: December meeting**

How should we keep track of missing students, and contact them?

Contacting students should be one of the other floating tasks, on trello. Thom will set up a members list, and when they haven't been for a while, it could show up on trello. Someone could then take it on as their job to email the person, via the group's gmail. (All active helpers in the group should have access to the group's gmail)

**Action: Thom to set up trello members list. Deadline: End of 2019**

### Teaching

Variation is good up to a point- but should we alternate teaching on certain days? It could make things feel wishy washy. Teachers could take a class for a block- eg. a month of Wednesdays. It could be different for different people: Enigma couldn't commit to that. He could do one Wednesday in four, maximum.

To stop the curriculum getting mushy, these classes need to be all tied into an agreed curriculum.

How about an advanced training session/teaching prep session to decide on curriculum? Last Saturday of each month? Room 4

Rather than developing a curriculum together, it would be better for existing teachers to decide an over-arching annual curriculum, to present to new teachers to react to, so their thinking is guided, and trained in the monthly teacher training session.

**Action: Hugh and Kiri to write curriculum to be shared with group. Deadline: December meeting**

We also need to keep track of the curriculum on trello, with the monthly focuses up for students to see too.

**Action: Thom will do that. Deadline: by end of 2019**

Mentoring scheme- Faceiro suggested that more advanced students could pair up with less advanced, to help them in specific areas of their development. We shouldn't formalise this too much, or it will make it awkward. It could be for a limited time- a month, two months, etc., with a specific goal in mind, eg. better berimbau, better macaco. This kind of thing already happens informally, so we can work these pairings out on an adhoc, personalised basis for those students who feel like they could do with an extra push (i.e. not to roll it out for everyone).

**Action: Scheme to be announced January 2020 by Kiri and class teachers. Deadline: ongoing from early January 2020**

Caius would like to teach more classes out of icc... loughborough uni, ntu, take1?

**Action: Hugh to follow up contact to Loughborough uni and Take 1; possibility of teaching at their second dance studio to different students. Deadline: November meeting**

#### Group running

Who is volunteering to help and what with? Trello is good for co-ordinating a calendar of tasks, and lists of tasks not time-bound, for people to pick up when they have a moment.

**Action: Thom to put trello boards together**

What's the best way to keep everyone updated about the group? Slack can have open group elements, where any member can tap in, eg. to look at curriculum stuff.

Jobs that need doing:

Making new flyers (double-sided).

**Action: ?? Ideas needed. Who wants to take the lead on this? Deadline: January 2020**

Some simple ones are needed for Hockley Hustle!

**Action: Hugh will get those printed. Deadline: asap**

Making new website.

**Action: Hugh can sort a basic site with Carol's support. Deadline: ready for January 2020**

#### General finance

10 class card time limit? Price overhaul?

**Action: price list suggestions needed from anyone. Deadline: November meeting**

#### Batizado

Guests identified?

Dates: May good. June is bad for students.

**Action: Kiri and hugh to contact guests. Deadline: November meeting.**

#### End of year classes:

14th Dec: fancy dress + Xmas meal: street food club

Classes on Monday 16<sup>th</sup> and Wednesday 18<sup>th</sup> Dec (last class of year)