



Team meeting minutes

Held 11am-2pm, Tuesday 12 August 2025
At Roxy Centre, 80 Anzac Highway, Everard Park

1 1. Welcome

Present Alannah Talbot, Anne Stewart, Camila Saraiva, Jo McDonald, Krystal Venables, Millie Garard, Owen Masson Gray (arrived 11.20am), Stella Page

Apologies Belinda Cooper, Èffie Saloniklis

2 2. Non showcase items

Before starting the Showcase discussion that is the main focus of the meeting, Jo ran through a few other items that teachers need to be aware of.

2.1 Communication via Whats App (feedback)

We discussed how communication for teachers is going via WhatsApp now that it has been in use for over a month:

- Jo is finding that communications are still not being read and/or responded to
- Anne is not finding it useful as she can't message everyone directly, and information from teacher for Business Services about new clients and 2 for 1 trial is not being sent.
- Krystal really likes using Whats App as it is familiar, but thinks the team hub page on the website for all information to be uploaded is great
- There is some confusion about which group to use for various types of communication
- Jo confirmed that if she sends something via email she will always send a Whats App message as well to alert teachers to check their email inbox

Decision: The group agreed to continue using it for another month and review again.

2.2 Quarterly reports and plans

Jo reminded everyone that Quarter 3 will end on 30 September, and that progress reports and quarterly plans are due 2 weeks after the end of the quarter (14 October).

2.3 Annual reviews

Jo advised that Annual Performance reviews are due in October, and she will be in touch to organise.

2.4 Private lesson policy / procedure

Jo advised that she has written a Private Lesson Policy, and a Private Lesson Procedure for Teachers (as per actions arising from August meeting). They have been sent to teachers via WhatsApp.

In the next meeting, an agenda item will be discussion about lesson plans for private lessons. Krystal has a loose plan she uses.

2.5 Video policy

Jo reminded the team that the **Class Video Policy** (available on the Team Hub at dragonflydance.com.au/team-hub) is currently being reviewed. The updated version will also include Showcase class practice videos.

Jo noted that she had shared the policy in the team WhatsApp group for teachers to read so they are aware of the policy and can adhere to it. They are also invited to provide input into amendments to the policy.

Key points to note:

- The current policy states **that the only place class videos are to be shared is in the closed Facebook group**. Jo is aware that teachers have been using other means, which is not in line with the policy.
- Facebook was chosen after trialling several other platforms (Wix groups, Band, Movitae, Google Docs, Dropbox), all of which proved problematic.
- Videos in the Facebook group also serve an important promotional purpose. They encourage people to join and stay engaged with the group, which strengthens the group's visibility and helps important messages reach members. Sharing videos elsewhere undermines this.

Jo reiterated the points raised in May about not posting videos every class. She explained that this was intended to reduce oversharing, but it seems teachers may have interpreted this as sharing videos by other means instead of the Facebook group. This was not the intention.

The reasons behind limiting video posting were restated:

- Dancers should not rely on weekly videos to learn; if they do, it suggests there may need to be more time given to ensuring students have learnt class material in class time.
- Students pay for classes, not videos. A few videos can be a helpful bonus, but too many creates unrealistic expectations and additional admin burden when students request them directly.
- Videos shared by other means can be downloaded and circulated. Posting in the closed Facebook group reduces this risk, providing greater privacy and legal protection for Dragonfly Dance.
 - Excessive video posting skews the group's algorithm. If the feed becomes dominated by videos, important studio updates may be shown to fewer members.

Jo stressed that:

- Policies exist to provide consistency and protect the studio.
- If a policy needs to be amended, this must be raised with the responsible person (usually Jo or Anne) and addressed through a review process—not by individuals making their own changes.
- All team members are expected to know and follow the policies available in the Team Hub and included in induction.

2.6 End of year dates

Jo advised that the last day of classes for 2025 will be Friday 19 December. Classes will resume in 2026 from Monday 5 January.

2.7 Camera

For quality control and continuous improvement, and support and sharing purposes, it has been the intention to implement class observation as a regular activity. This will start with Jo initially and she will set up some tools to provide guidance on observation for others .

However, it has been challenging for Jo to do this given the number of classes she teaches. Instead, a camera has been purchased that will be used to film classes. Benefits of this approach are:

- It's less intrusive, as there isn't someone in the room distracting students
- The videos can be viewed at any time, rather than specifically when the class is running

If a class is being filmed, the teacher and students will be advised, and reassured that the video will not be shared, and that the focus is on the teacher (not critiquing students).

3 Showcase

3.1 Protocols: entrances/exits and bows

Entrances and exits:

- Where possible, dancers will enter stage left and exit stage right (directions are from the performer's perspective when facing the audience). However, if dancers need to enter/exit differently due to choreography or quick changes/short time between items, that is fine.
- Teachers are to practice the entrances and exits with dancers going forward in class so dancers are familiar with it.

Bows

- There will be a full cast bow at the end, but dancers may need to bow and exit as we may not be able to fit everyone on stage.
- Prior to the dress rehearsal, the order of dancers in the bow will be set, based on the last dance they were in.
- There aren't bows between items

3.2 Costumes

Costume Call weeks will be changed to Monday 13 October (week before dress rehearsal) (previously was scheduled for the week starting 29 September)

3.3 Studio space

From the week starting 6 October, time will be allowed within class for those in the small studio to practice in the large studio.

3.4 Tech information

Submission of tech information by teachers

- Jo has setup an online form for teachers to send through all the information required about their dancers, entrances and exits, lighting, music etc.
- Teachers can enter some information in the form, save it and return later to add more information
- **Tech forms need to be complete by 8 October** to give Jo enough time to create cue sheets for the dress rehearsal.

The online form includes a link to a document giving basic lighting information.

In addition to standards lighting, the theatre has a disco ball, and gobos (filters put on lights to create a light pattern projected onto the cyc or floor)

3.5 Key dates

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|---|---------------------------|
| Choreography complete | due Saturday 27 September |
| Costume call in class | from Monday 3 October |
| Tech Information online forms completed | Wednesday 8 October |
| Dress rehearsal | Sunday 19 October |
| Performance | Saturday 1 November |

3.6 Tickets

Tickets are now available for sale through Trybooking (link is

<https://www.trybooking.com/DFXKR> - also link on

www.dragonflydance.com.au/showcase2025 and

www.dragonflydance.com.au/showcase2025-performers

- There are 331 tickets available.
- Earlybird price ends 10 October.
- Performers in the audience must buy a ticket
- We are very likely to sell out and may need to open tickets to the theatre rehearsal
- (update 2 October – only 60 tickets remain)
- Accessibility – there is an option during the ticket buying process to let us know if someone needs disability seating or an extra ticket if they have a carer and hold a Companion Card
- We are trialling the option to pre-order drinks while booking tickets (sauvignon blanc/shiraz/sparking white wine, beer, Coke/Coke No Sugar, Water)

Discussion points:

- It was suggested that we discourage performers from purchasing tickets to watch the show after they've finished performing, and encourage them to watch the dress rehearsal instead.
- There are TVs backstage where performers can watch in the dressing rooms and foyers. Millie noted in the past there has been a problem with people gathering to watch. Suggested we see if we can have a TV in the concert hall, or project onto a screen.

3.7 Roles and volunteers

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| Stage Manager | Jo McDonald |
| Backstage Coordinator | Owen Gray |
| Backstage Assistants | Other teachers and volunteers |
| Signing in dancers for dress rehearsal and performance | Camila Saraiva |
| Prompt Assistant Stage Manager | Natalie Papps |
| Off Prompt Assistant Stage Manager | Kyrstal Venables |
| Sound Operator | John O'Neil |
| Front of House Coordinator | Cathy Chittleborough |
| Dress rehearsal social media | Cathy Chittleborough |
| Performance day videos/background | Alannah Talbot |
| Timing to capture real time of show run time during dress rehearsal | Anne Stewart |
| Ushers and bar team | Volunteers |
| Assistance with makeup, quick changes etc | Volunteers |

3.8 Performer booklet

Jo went through the current contents of the performer booklet for teachers so teachers know what is in it, as well as standards for legwear, footwear, hair, makeup, jewellery, tattoos

Suggested additions to the booklet

- Include something about not having anyone backstage except performers and approved volunteers
- Include something about where you can watch from backstage (have a taped area) so that they aren't seen by the audience or getting in the way
- Stress importance of being kind and patient with each other – remember, some people have never performed before.
- Performance etiquette – don't broadcast if you make a mistake, don't have a go at someone else for missing a cue

List of things to talk about before we kick off tech rehearsal on the day

- Be kind to each other
- Watching from backstage
- Others people's clothes racks
- Go to the toilet at least 2 dances before you are due onstage
- Let dancers know that they are not to go front of house to see people, and must stay backstage until after the show is finished (unless they are leaving before the show ends for some reason)

- Add to dress rehearsal section that if you are only one dance to wear your costume to the studio (if feasible).
- Be aware that some dancers may need to repeat their dance during dress rehearsal
- Bows to be done last in costume and will be pre-planned
- Suggest to dancers that they bring a small mirror
- Have posters in the studio with QR code to the guide. Have the guide handy for dress rehearsal and showcase day.

3.9 Cast warmup

The full cast of 162 dancers will not fit on the stage for a warmup. Instead we will have separate warmup areas run by different teachers. Areas include stage, foyer, concert hall

3.10 Costumes

If costumes are borrowed, dancers need to fill in a register and sign that they know they need to return costume by xx date, cleaned, bagged, labelled.

If teachers (or a class member) are purchasing costumes (using the \$20 costume allowance), they are to collect receipts, send to Jo for approval, who will send to Cass for reimbursement.

3.11 Rehearsal and performance dancer sign in

Allocate someone in reception for dress rehearsal and theatre to check people in and make sure they are here. Have a sign in sheet

3.12 Other things to bring

Portable speaker, microphones, mirrors

3.13 Promotion of showcase

Jo advised the current plans for promotion:

- The showcase is on the Dragonfly Dance website
- Posters and fliers will be produced
- Emails will be sent (regular performer news) and reminders to non-performing dancers
- Use a social media hashtag #dragonflydanceflix
- Encourage dancers to tag us and use hashtag if posting about the showcase (have big posters up during dress rehearsal to remind dancers)

Other ideas for promotion that were suggested:

- a photo/media wall or Danceflix TV cutout for people to take photos in front of and tag us
- Count down to showcase
- Social media competition to win a double pass to the show

3.14 Call sheets

Jo went through the call sheets for dress rehearsal and performance day and any feedback from the group was noted.

4 Actions arising from meeting

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| Revisit the Communication Document that was circulated and covered in the August team meeting, as it outlines what each group is used for | All teachers |
| Pin a post to each group outlining what type of communication it is used for | Jo |
| Check Whats App once a day, and at the every least, every time you have a shift | All teachers |
| Submit quarterly progress report for Quarter 3 by 14 October | All teachers |
| Submit quarterly plan for Quarter 4 by 14 October | All teachers |
| Add discussion of private lesson plans to next team meeting agenda | Jo |
| Review the Class Video Policy (as shared in WhatsApp and on the Team Hub) and provide feedback as part of the review process | All teachers |
| If not available in any weeks in January advise Jo via WhatsApp | All teachers |
| Check to see if floor mics are possible at the theatre to amplify tapping | Jo |
| Add questions/space for the following to the online form for teachers to fill out for <ul style="list-style-type: none"> • projections • hair/makeup/legwear/shoes etc • if borrowing anything from costume collection | Jo |
| Complete teacher online tech form for each dance by 8 October | All teachers |
| See if we can have a TV in the concert hall for performers to watch the show | Jo |

5 End of meeting

Meeting closed at 2pm

Next meeting 11am to 2pm, Tuesday 11 November