

Minutes of Committee Meeting

Tuesday 22 August 2023 at 7.30pm

In Park Room, Mrs Howard Memorial Hall, Letchworth Garden City SG6 1NX

Present:

Elaine Fox, Chair
Alan Higbey, Treasurer
Jackie Harber, Membership Secretary
Tessa Palfreyman, Secretary
Amy Wilson
Mike Tzimas
Hetty Smith – guest
Fiona Lennox – guest

Item	Decisions and Actions	Who	By
1. Approval of apologies	Apologies from Amandeep, Jan and William approved.		
2. Declaration of interests	Standing declaration from Alan as Treasurer of Letchworth Educational Settlement, a partner organisation.		
3. Approval of minutes of previous meeting	Minutes of meeting on 24 July 2023 approved and signed by Elaine.		
4. Matters arising/ outstanding actions not covered under other agenda items	<ul style="list-style-type: none"> See revised table at the end of these minutes for current action items 	All	Various
5. Chair's Report	<ul style="list-style-type: none"> Elaine reported on a successful stand at the Royston Kite Festival which resulted in some new members. 		
6. Treasurer's Report	<ul style="list-style-type: none"> Report, previously circulated, noted. Committee ratified payment for EDI training.. Alan reported that Hetty Smith has volunteered to stand as Treasurer when Alan steps down. They will now arrange a handover. The meeting voted to co-opt Hetty Smith and Kim Baker on to the committee. Hetty was proposed by Alan and seconded by Jackie. Kim was proposed by Elaine and seconded by Tessa. ACTION: Alan and Hetty to meet for training and handover. 	Alan/ Hetty	Sept
7. Membership Report	<ul style="list-style-type: none"> Report, previously circulated, noted. Jackie tabled a revised membership form which now requests year of birth and how did you hear about us. Card payment option is labelled as unavailable at David's Bookshop for clarity. Jackie noted that 25% of new members joining over the 		

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	<p>year opted for the paper newsletter.</p> <ul style="list-style-type: none"> Elaine requested membership figures to allow for calculation of quorum at AGM. ACTION: Jackie to provide figures for both household members and individuals as at end July 2023 (to calculate AGM quorum) and comparison of figures for July 22 and July 23. 	Jackie	Sept
8. Focus on Finances	<p>Elaine presented the paper on the newsletter (previously circulated). A few points were clarified:</p> <ul style="list-style-type: none"> The reserves at the end of July 2023 stood at £16,852. 13 Linked Organisations and 43 Discount Suppliers each receive a copy of the monthly newsletter representing approximately 7% of the print run. Second class postage for the newsletter amounts to 75p per copy resulting in a combined cost of £1.50 per printed and mailed copy. <p>The meeting discussed and agreed the following points:</p> <ul style="list-style-type: none"> We will no longer send a printed newsletter to the Linked Organisations and the Discount Suppliers, instead emailing them with a link to the digital version. This should result in a saving of close to £1000 pa. ACTION: Jackie to send email to Linked Organisations re change to digital copy. ACTION: Elaine to send an email to Discount Suppliers explaining the change to digital copy. ACTION: Jackie to ensure addresses supplied to printers for next mailing reflect this change. William's views to be sought regarding the purpose, quantity and dispersal of the publicity newsletters (currently around 300 copies) ACTION: Elaine to ask William to report on this at Sept committee meeting. The meeting discussed how to discourage online-only members from taking a free copy of the newsletter from David's. It was felt adding a £1 price flash to the cover could make things difficult for locations which have no way of handling payment and so was abandoned. It was felt that delaying delivery to David's and other outlets until the 7th of the month could be helpful. The meeting discussed the use of the flyer to replace the newsletter in some locations and developing it by adding a list of groups on the reverse to indicate the range of activities on offer. ACTION: Elaine to speak to William and Publicity team re delivery timing and use of flyer. ACTION: Elaine to draft copy for the newsletter explaining costs. The meeting discussed extending the newsletter to 48 pages for each edition. This would enable us to include more copy celebrating the work of groups and our volunteers and provide more space for linked organisations and could potentially be paid for by extra advertising. It was noted that our advertising policy limits advertising to a maximum of 4 pages per edition. ACTION: Elaine to advise newsletter team that we 	<p>Jackie</p> <p>Elaine</p> <p>Jackie</p> <p>Elaine/ William</p> <p>Elaine/ William Elaine</p> <p>Elaine</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>Sept</p>

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	<p>will try a pilot of 48 pages from February to April inclusive.</p> <ul style="list-style-type: none"> It was agreed that the Publicity Officer should retain the final say on what is included in each edition. <p>The meeting then reviewed Elaine's paper on budgets (previously circulated) which resulted in the following:</p> <ul style="list-style-type: none"> It was agreed that allocating budgets to some teams would enable them to make their own decisions about purchases, but with reference to the committee for expenditure that was unexpected and therefore fell outside the budget. ACTION: Elaine to contact teams for Publicity, Group Support and IT (and possibly Membership) to discuss what they each think would be a reasonable budget for them. 	Elaine	ASAP
9. Any other business	<p>i) Volunteers Status Update</p> <ul style="list-style-type: none"> Tessa reported that Jackie Sayers (JS) ran a successful Zoom meeting with recent potential volunteers with telephone follow-up. JS has since generated a spreadsheet with relevant details for handover to the new Volunteers Coordinator when that role is filled. Following the Zoom meeting, Hetty Smith and Kim Baker have agreed to be co-opted onto the committee. In addition, Fiona Lennox attended this committee meeting and volunteered to join the committee at its conclusion. Fiona was proposed by Alan and seconded by Mike. We are pleased to welcome Fiona, Hetty and Kim and grateful for their commitment. The Web Editors team is now up to strength following the addition of a new member. The Social team would appreciate 2 more volunteers. The Group Support team would benefit from a couple more people. An organiser for the Discount Suppliers is required. An administrator for the Linked Organisations would be appreciated, to reduce Jackie H's workload. A new potential volunteer has come forward. Jackie S will be contacting her in the first instance. 		
10. Future Committee meeting dates	<p>All meetings start at 7.30pm and take place at Mrs Howard Memorial Hall unless otherwise indicated.</p> <p>* Meetings asterisked are strategy ones.</p> <p>Wednesday 20 September 2023 Tuesday 17 October 2023: AGM at The Settlement, Kincaid Hall Wednesday 22 November 2023 Monday 22 January 2024 (Governance & Strategy) Tuesday 20 February 2024* Wednesday 20 March 2024 Monday 22 April 2024* Tuesday 21 May 2024 Wednesday 19 June 2024*</p>		

The meeting closed at 9.30pm.

These minutes were approved by the Committee, and signed by the Chair, at its meeting on 20 September 2023