

LETCWORTH ARTS & LEISURE GROUP

Minutes of Committee Meeting

Tuesday 2 May 2017 at 730pm

In Reception Conference Room, Spirella Building, Bridge Road, Letchworth Garden
City SG6 4ET

Present:

George Barnes, Chairman
Val Quieros, Treasurer
Marian Adams, Secretary
John Gregory, Membership Secretary
William Armitage
Elaine Fox
Steve Green
Gwynneth Grimwood
Jackie Sayers

Observers:

Tony Maynard-Smith, Website and Newsletter Editor
Chris Weeresinghe, Newsletter Editor

Item	Decisions and Actions	Who	By
Welcome	George welcomed Chris to her first meeting, noting that she was about to edit her second newsletter.		
1. Apologies	Jane Bird, Di Jury, Maureen Strutt and Jane Webb		
2. Approval of minutes of previous meeting	Minutes of meeting on 3 April 2017 approved and signed by George.		
3. Review of actions arising from previous meeting	<u>George</u> <ul style="list-style-type: none"> ▪ Risk plans ▪ Help for Letchworth Food & Drink Festival 	No progress. Not required.	George On-going
	<u>Di</u> No update on discount suppliers as not present at meeting.		
	<u>Val</u> Annual budgets got Social & Publicity groups	No progress.	Val On-going
	<u>Marian</u> <ul style="list-style-type: none"> ▪ Link to constitution on website ▪ New contact list 	Being progressed. Being progressed.	Marian Marian On-going On-going
	<u>John</u> Split of 18 month membership subscriptions to Val	No progress.	John On-going
	<u>All</u> Details of materials/equipment/records held to George	No progress but some information provided at meeting from Val and Gwynneth.	

Item	Decisions and Actions	Who	By
	<u>All other items completed</u>		
4. Treasurer's report	<ul style="list-style-type: none"> ▪ Nothing to report. ▪ Val to ask David's for information on 30 Year Anniversary calendar sales. 	Val	
5. Membership Secretary's report	<ul style="list-style-type: none"> ▪ Report previously circulated. ▪ Very slow at the moment. 8 new members but overall 24 lower than at same time last year. However position was not unusual and it was hoped numbers would pick up. ▪ 15 month membership forms will be available online and in David's by 24 May. 		
6. Secretary's report	<ul style="list-style-type: none"> ▪ In future agenda and minutes will be circulated to newsletter editors and David Tappin. Circulation will be noted on documentation. ▪ Marian to update group contacts as far as possible. ▪ Agreed resumption of circulation of minutes to group contacts. Covering email to include a reminder that group leaders should check that attendees are LALG members. ▪ Suggestion that group leaders should have some extra copies of current (or old) newsletters. Agreed that it would be better to use publicity leaflet, which was currently being reviewed. Once review completed, will agree best way to circulate new leaflet. Steve offered to deliver if addresses available. 	Marian Marian Marian	On-going ASAP On-going
7. Constitution, Policies, Documents	<ul style="list-style-type: none"> ▪ Marian asked why members needed to sign the constitution. She will seek clarification. ▪ Marian will find Word document for revised constitution for website. ▪ Marian will also check which members have not signed the Data Protection Agreement and email document to them. Noted that Agreement might need to be updated. ▪ George noted that he needed to work on a document setting out the Committee's priorities. 	Marian Marian Marian George	ASAP ASAP ASAP
8. Risk	See item 3.		
9. Publicity Sub Committee report	<ul style="list-style-type: none"> ▪ Report not circulated as Sub Committee only met recently. ▪ Volunteers arranged for Baldock Festival. ▪ Volunteers required for Letchworth Festival - stall in the Arcade on 10 June. ▪ Noted that sometimes groups need help with publicity but they do not ask for it. Marian to remind them that they can ask the Publicity Sub Committee for help when she circulates minutes. 	Marian	
10. Annual Members' Survey	<ul style="list-style-type: none"> ▪ Elaine thanked Jackie and Tony for their help. She presented the final version. ▪ Agreed some minor changes to question 9 (new groups). ▪ Confirmed deadline should be 30 September. ▪ Any hard copy surveys will be entered on line by volunteers so data all captured in one place. ▪ Elaine will arrange for the final version to be available online for Committee members to test. 	Elaine	ASAP
11. Social Committee Report	<ul style="list-style-type: none"> ▪ No report circulated. ▪ Val reported on the LALG Quiz on 22 April. Despite some difficulties at the beginning it was a very successful 		

Item	Decisions and Actions	Who	By
	<p>evening, making about £400 profit.</p> <ul style="list-style-type: none"> ▪ Discussed how the Committee could support other committees. Need to be involved at some point in planning events, and then it would be useful if at least two members could attend events so they can provide feedback. ▪ Future events being discussed include another afternoon tea at the Garden City Institute, a murder mystery and a barn dance. 		
<p>12. 30 Year Anniversary 2017</p>	<ul style="list-style-type: none"> ▪ Apart from the Walking Big Bash not much else arranged. Archive material held by Gwynneth could be used for a display. ▪ 30 Year Anniversary Group to be resurrected to draw up action plan. George, William and Diane to be joined by Val, Jackie and Steve. George to arrange meeting as soon as possible. 	George	ASAP
<p>13. Newsletter</p>	<ul style="list-style-type: none"> ▪ Discussed request from Benslow Music (BM) for regular advertising space at a discount. Concern that this might constrain the newsletter team and could set a precedent. Agreed that a 10% discount could be offered for a firm commitment for 6 adverts. George to discuss with BM, offering July, September and November slots for rest of 2017. ▪ Tony had requested the Letchworth Festival insert for the June newsletter early so there would be plenty of time to sort out any problems with it. ▪ There had been a problem sending out the electronic version of the May newsletter with some subscribers not receiving it. As LALG has a free account with MailChimp no support provided. Tony had resent using another bulk mailing supplier. Also put newsletter on website. Do not know what caused problem but first time it has happened. ▪ There are a number of other IT issues, including lack of a central record of emails sent by Committee officers, maintenance of distribution lists, electronic archive and third party email provider which need to be addressed. Agreed that an IT Group should be set up to discuss and make recommendations. Members to be Tony, Marian, Elaine and Jackie. Tony to arrange first meeting to consider terms of reference/work programme. 	George	ASAP
<p>14. Website</p>	<p>Report previously circulated.</p>		
<p>15. Groups update</p>	<ul style="list-style-type: none"> ▪ William trying to sort out a group for Go. ▪ Everything European meeting but no group contact. ▪ 12 names interested in Gin Tasting. ▪ Trying to find a tutor for mobile phones – any suggestions welcome. ▪ London Places had very enjoyable trip to Dulwich. ▪ Learning and Practising Lip Reading meeting, but no one wanted to be regular contact, so exceptionally will change every month. ▪ Knitting 2 not viable. ▪ 50/9 Golf Society could now be moved to the Sports and Games section. ▪ Concern over request for expenses for non-local 		

Item	Decisions and Actions	Who	By
	members of the Letchworth Jazz Workshop. If not resolved, William will intervene.		
16. Discount Suppliers	No update. George will contact Di.	George	
17. Associated Groups	<ul style="list-style-type: none"> ▪ Healthy Living still being progressed. ▪ Still waiting for contact details from Letchworth & Baldock Canoe Club. 		
18. Archiving	George will let Gwynneth know if any items needed for 30 Year Anniversary once group has met (see item 12).		
19. Any other business	<ul style="list-style-type: none"> ▪ Discussed recognition of long/exceptional service to LALG. Agreed that should be acknowledged at the AGM, with small token of appreciation. ▪ Agenda item for next meeting: Social Committee – review of Members’ meetings. ▪ News from the Committee to be included in Chairman’s Letter in the newsletter. 	Marian George	
20. Future meeting dates	<p>Wednesday 7 June 730-930pm, Spirella Thursday 6 July 730-930pm, Spirella</p> <ul style="list-style-type: none"> ▪ Agreed request received from Topical Topics Group to share meeting room on 7 June. Marian to inform. ▪ Meeting dates post July not agreed. Members to consider timing and rotation and dates will be agreed at next meeting. 	Marian All	ASAP 7 June

The meeting closed at 932pm.

**These minutes were approved by the Committee, and signed by the Chairman,
at its meeting on 7 June 2017.**