

# LETCWORTH ARTS & LEISURE GROUP

## Minutes of Committee Meeting

Monday 4 December 2017 at 7.30pm

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

### **Present:**

George Barnes, Chairman  
Diane Jury, Vice Chairman  
Val Quieros, Treasurer  
Marian Adams, Secretary  
Julie Bolter, Membership Secretary  
Elaine Fox  
Maureen Strutt  
Jane Webb

### **Observer:**

Sheila Arnold, Newsletter Editor

Item	Decisions and Actions	Who	By
	The Chairman welcomed the new Committee to its first meeting.		
<b>1. Approval of apologies</b>	Apologies received from William Armitage, Steve Green and Jackie Sayers were approved.		
<b>2. Approval of minutes of previous meeting</b>	Minutes of meeting on 5 October 2017 approved and signed by George.		
<b>3. Review of actions arising from previous meeting</b>	<ul style="list-style-type: none"><li>▪ Covered at relevant agenda points below.</li><li>▪ Note from John Gregory re whether the number of email only memberships had increased, requested at meeting on 5 October 2017: "This was not particularly easy as no statistical record of such number is kept so my source had to be the monthly reports I do for the committee..... This shows that, while the members taking BOTH printed AND online access has steadily climbed from 34.3% in Sept 2013 to 57.2% now, the percentage of "email only" members is far less clear, climbing from around 19% in Oct 2013 to 22% now, with some inexplicable fluctuations en route."</li></ul>		
<b>4. Treasurer's report</b>	<ul style="list-style-type: none"><li>▪ Report previously circulated.</li><li>▪ Val not done a forecast for 2017/18 yet.</li><li>▪ Made surplus on 30<sup>th</sup> Anniversary party.</li><li>▪ Previous year comparative not picking up correctly. Val will amend and recirculate figures.</li></ul>	Val	ASAP
<b>5. Membership Secretary's report</b>	<ul style="list-style-type: none"><li>▪ Report previously circulated.</li><li>▪ Membership figures show a big drop due to removal of over 200 non-renewers. Those with email addresses have been sent email reminders. The Committee agreed that it was worth the expense of sending reminders through the post to the small number of non-renewers without email addresses. Julie will organise.</li><li>▪ New member of Membership Team, Shirley Miller, recruited through newsletter.</li></ul>	Julie	ASAP

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	<ul style="list-style-type: none"> <li>▪ Another volunteer came forward at Members' Meeting earlier today. Julie will contact.</li> <li>▪ Noted thank you letter from John Gregory which had been circulated.</li> </ul>	Julie	ASAP
<b>6. Secretary's report</b>	<ul style="list-style-type: none"> <li>▪ Noted 2017 accounts and AGM minutes on website.</li> <li>▪ Val will let Marian have previous years' accounts to put on website.</li> <li>▪ Circulated 30th birthday card received from an anonymous source.</li> </ul>	Val	
<b>7. Constitution, Policies, Documents</b>	<p data-bbox="451 497 1257 530"><u>Format of Workshop Saturday 13 January 2018</u></p> <ul style="list-style-type: none"> <li>▪ Note from George previously circulated.</li> <li>▪ Agreed to add William's suggestion of identifying gaps in LGC's community life.</li> <li>▪ Also list of sub committees and known 2018 events might be useful to have at meeting.</li> <li>▪ Agreed World Café format.</li> <li>▪ George will update his note to add William's suggestion and remove reference to alternative format, and then circulate to invitees.</li> <li>▪ Hoped to have 20 attendees so that discussions will be meaningful.</li> </ul> <p data-bbox="451 898 1257 931"><u>Future appointment of officers</u></p> <ul style="list-style-type: none"> <li>▪ The appointment of officers had been raised in conversation at the 2017 AGM.</li> <li>▪ George and Marian had discussed and would circulate a note for consideration by the Committee, to be discussed at its meeting in January or February 2018.</li> <li>▪ Time limit for officers raised and will be included in the note.</li> <li>▪ Any changes could then be agreed at the 2018 AGM.</li> </ul>	George	ASAP
<b>8. Strategy &amp; Risk</b>	Nothing to report.		
<b>9. Publicity Sub Committee report</b>	Nothing to report.		
<b>10. Social Committee Report</b>	<ul style="list-style-type: none"> <li>▪ Minutes of meeting on 2 November previously circulated.</li> <li>▪ Next meeting 7 November.</li> <li>▪ Reasonable turnout at Members' Meeting today. Fewer attendees than last year but some new faces.</li> <li>▪ Tickets for Ceilidh on Saturday 27 January 2018 now at David's Bookshop.</li> </ul> <p data-bbox="451 1541 1257 1574"><u>Volunteers' Evening Friday 23 February 2018</u></p> <ul style="list-style-type: none"> <li>▪ Marian will let Ann Pegrum have list of Committee and Group contacts for invitation. Will also ask William if he has any names to add.</li> <li>▪ Discussed whether invitation should include partners, and agreed that as space was limited it should not. Invitation to be worded to make it clear that only the invitee or their nominated representative should attend.</li> <li>▪ Maureen will circulate invitation for comment.</li> <li>▪ All Committee members to help at evening if possible.</li> </ul>	Marian	5 Dec
<b>11. IT Group</b>	<ul style="list-style-type: none"> <li>▪ Notes of meeting on 31 October previously circulated.</li> <li>▪ Originally agreed not to meet again until after the Workshop but in collating progress reports had identified a couple of issues which would benefit from being looked at sooner. Therefore meeting arranged for 15</li> </ul>		

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	<p>December.</p> <ul style="list-style-type: none"> <li>▪ John Needham had joined Group. He was reviewing back up arrangements, one of the main areas of current focus.</li> <li>▪ Second area of current focus was the over reliance on Tony Maynard-Smith. John might be able to provide some support in this area, but may still need another volunteer. If this was the case, would identify what skills required and how to recruit. One option might be to use NHCVS, but would need to join. <i>(Note: Elaine declared an interest at this point as her husband is chairman of NHCVS).</i> Agreed to discuss further at Workshop.</li> </ul>		
<b>12. Newsletter</b>	<ul style="list-style-type: none"> <li>▪ The Chairman welcomed Sheila Arnold to the meeting and wished her luck in her new role as a Newsletter Editor. She was producing the January newsletter, her first one.</li> <li>▪ Discussed who made the final decision on the cover content if there were divided opinions. The Committee agreed the following:</li> </ul> <p><b>The Chair of the Publicity Group and the Chief Editor would make the decision. However if they could not agree, then the Chairman would be the final arbiter.</b></p>		
<b>13. Website</b>	<ul style="list-style-type: none"> <li>▪ Report previously circulated.</li> <li>▪ Would like to know if there is more website traffic.</li> <li>▪ George will focus on the website in his next Chairman's letter.</li> <li>▪ Jane has been posting on LALG's Facebook page. Has received some positive feedback.</li> </ul>	George	10 Jan
<b>14. Groups update</b>	<ul style="list-style-type: none"> <li>▪ Exchange of emails with the Jazz and Popular Music Workshop circulated.</li> <li>▪ Committee agreed that as there would be no further entries in the newsletter the matter should be considered closed.</li> </ul>		
<b>15. Discount Suppliers</b>	Julie confirmed that all discount suppliers now on the database and will receive the newsletter.		
<b>16. Associated Groups</b>	Confirmed approval of application from Letchworth Centre for Healthy Living.		
<b>17. Archiving</b>	<ul style="list-style-type: none"> <li>▪ Gwynneth had confirmed she was happy to continue as archivist.</li> <li>▪ Still need to deal with non-archive items kept at David's Bookshop.</li> </ul>		
<b>18. Any other business</b>	<p><u>Letchworth Festival 2018</u></p> <ul style="list-style-type: none"> <li>▪ Meeting on 5 December to discuss whether Festival will go ahead in 2018, and if so, in what format.</li> <li>▪ Following the lack of publicity received from the Festival in 2017, the Committee agreed that if it did go ahead, and a request was received to advertise in newsletter, either reciprocal free advertising would be agreed, or the Festival would be charged.</li> </ul> <p><u>Benslow Music</u></p> <p>The advertising deal with BM had expired. The Committee agreed that future adverts would need to be a full price as</p>		

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	<p>the newsletter was not looking for advertising.</p> <p><u>Apologies</u> Di gave her apologies for meetings on 30 January and 26 February.</p> <p>The Chairman wished everyone a Merry Christmas!</p>		
<p><b>19. Future meeting dates</b></p>	<p><b><i>All meetings start at 730pm – please note different venues</i></b></p> <p>Tuesday 30 January: Upper Hall, Mrs Howard Memorial Hall</p> <p>Monday 26 February: Brunt Room, The Settlement</p> <p>Tuesday 27 March: Main Hall, Mrs Howard Memorial Hall</p> <p>Monday 23 April: Brunt Room, The Settlement</p> <p>Tuesday 29 May: Upper Hall, Mrs Howard Memorial Hall</p> <p>Monday 25 June: Room 3 (upstairs), The Settlement</p> <p>Tuesday 31 July: Upper Hall, Mrs Howard Memorial Hall</p> <p>Tuesday 28 August: Upper Hall, Mrs Howard Memorial Hall</p> <p>Monday 24 September: Brunt Room, The Settlement</p> <p>Tuesday 30 October: Upper Hall, Mrs Howard Memorial Hall</p> <p>Tuesday 20 November 2018 AGM: Kincaid Hall, The Settlement</p> <p>Tuesday 11 December: Main Hall, Mrs Howard Memorial Hall</p>		

The meeting closed at 8.45pm.

**These minutes were approved by the Committee, and signed by the Chairman, at its meeting on 30 January 2018**