

## LETCHWORTH ARTS & LEISURE GROUP

### Minutes of Committee Meeting

**Thursday 5 October 2017 at 7.30pm**

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

**Present:**

George Barnes, Chairman  
 Val Quieros, Treasurer  
 Marian Adams, Secretary  
 John Gregory, Membership Secretary  
 William Armitage  
 Elaine Fox (from item 6)  
 Jackie Sayers  
 Maureen Strutt  
 Jane Webb

**Observer:**

Peter Pennifer, Newsletter Editor

Item	Decisions and Actions	Who	By
<b>1. Approval of apologies</b>	Apologies received from Steve Green, Gwynneth Grimwood and Diane Jury were approved. Apologies were also received from Tony Maynard-Smith, Website and Newsletter Editor.		
<b>2. Approval of minutes of previous meeting</b>	Minutes of meeting on 5 September 2017 approved and signed by George.		
<b>3. Review of actions arising from previous meeting</b>	Covered at relevant agenda points below.		
<b>4. Treasurer's report</b>	<ul style="list-style-type: none"> <li>▪ Report previously circulated.</li> <li>▪ Val noted that she was still waiting for some expenses from the 2016 AGM. Agreed that she should use an estimate for them based on the 2015 costs so she could finalise the accounts for the year ended 31 August 2017 and get them examined before the 2017 AGM.</li> </ul>		
<b>5. Membership Secretary's report</b>	<ul style="list-style-type: none"> <li>▪ Report previously circulated.</li> <li>▪ Membership continues to be down on previous year although renewals by bank transfer have increased slightly.</li> <li>▪ John to confirm whether the number of email only memberships has increased.</li> <li>▪ Member of the Membership team willing to take over from John as Membership Secretary when he stands down at the AGM. Will need to seek election to the Committee at the AGM as named office holder.</li> <li>▪ John to contact volunteer who offered to join the Membership team (per Annual Members' Survey).</li> <li>▪ George thanked John for his work as Membership Secretary, a position he had held for 11 years.</li> </ul>	John	ASAP
<b>6. Secretary's report</b>	<ul style="list-style-type: none"> <li>▪ Noted Andrew Tether's resignation with immediate effect.</li> </ul>		



Item	Decisions and Actions	Who	By
<b>13. Newsletter</b>	<u>Annual Members' Survey</u> <ul style="list-style-type: none"> <li>▪ Discussed results.</li> <li>▪ Noted that although do less well at making people feel welcome at LALG events, overall the responses very satisfactory.</li> <li>▪ Possible interactive newsletter in the future.</li> <li>▪ Summary of findings for publication in newsletter.</li> </ul> <ul style="list-style-type: none"> <li>▪ Edited version to go on website if possible. Jackie to liaise with Tony.</li> </ul> <u>Newsletter team</u> Noted that Diane Elliott had given up being an editor due to other commitments.	Elaine/ Jackie Jackie	10 Oct? End Oct
<b>14. Website</b>	Report previously circulated.		
<b>15. Groups update</b>	<ul style="list-style-type: none"> <li>▪ New group set up for longer walks around London.</li> <li>▪ 1/3<sup>rd</sup> reduction in trips and excursions might be part of the reason for the drop in memberships.</li> <li>▪ More help and new ideas needed. William to arrange meeting of trips organisers to discuss.</li> <li>▪ William to ask Steve if he would be LALG's representative on Active Letchworth Partnership.</li> <li>▪ William to complete questionnaire from Active Letchworth, sent with email dated 5 October 2017.</li> <li>▪ Steve has delivered letter and leaflets to all group contacts other than those living in Hitchin and Ickleford, which he will do in week beginning 9 October.</li> </ul>	William  William William	ASAP
<b>16. Discount Suppliers</b>	<ul style="list-style-type: none"> <li>▪ Offer of help did not materialise.</li> <li>▪ Help in delivering new cards to suppliers would be gratefully received.</li> <li>▪ Anyone can approach a supplier to see if they would be willing to offer a discount.</li> </ul>		
<b>17. Associated Groups</b>	Formal application form detailing offer from Letchworth Centre for Healthy Living still awaited. When received George will seek approval to it by email.		
<b>18. Archiving</b>	As Gwynneth not standing for re-election, need to find someone to take over from her as archivist.	George	On-going
<b>19. Any other business</b>	Sixth Stevenage Walking Festival 2018: Marian to ask Tony to liaise with walking groups.	Marian	
<b>20. Future meeting dates</b>	Tuesday 7 November (AGM), 730-930pm, Mrs Howard Hall Monday 4 December 730-930pm, Spirella		

The meeting closed at 9.20pm.

**These minutes were approved by the Committee, and signed by the Chairman,  
at its meeting on 4 December 2017**