



Minutes of Committee Meeting

Wednesday 20 March 2024 at 7.30pm

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

Present:

Committee

Jackie Harber, Chair and Membership Secretary
 Jackie Sayers, Vice Chair and Publicity Officer
 Hetty Smith, Treasurer
 Tessa Palfreyman, Secretary

Kim Baker, Financial Analysis
 Aman Dhillon, EDI Officer
 Judith Gower, Data Protection Officer
 Guest: Charles Chong

Item	Decisions and Actions	Who	By
1. Approval of apologies	Apologies received from William Armitage and Jan Gates and approved. The committee welcomed Charles Chong who was attending in order to meet us and find out about the work of the committee.		
2. Declaration of interests	Standing declaration from Judith as member of the Board of The Cloisters.		
3. Approval of minutes of previous meeting	Minutes of meeting on 20 February approved and signed by Jackie S.		
4. Matters arising/ outstanding actions not covered under other agenda items	A number of actions from the summary table have been completed. See revised summary table of actions on page 4 of these minutes for current actions.	All to read	ASAP
5. Chair's Report	<ul style="list-style-type: none"> ▪ Report previously circulated and contents noted. ▪ Jackie is planning to give a presentation at the April Open Meeting on the questions arising from the recent Strategy Workshop to gather more feedback. ▪ Jackie is planning to email Group Contacts with guidance on supporting members in polite and respectful interactions. 	JH	8 April
		JH	ASAP
6. Treasurer's Report	<ul style="list-style-type: none"> ▪ Report previously circulated and contents noted. ▪ Jackie queried the figures on the spreadsheet for membership. ▪ ACTION: Hetty to check figures and update the report. ▪ Some committee members noted that the graphs in the report do not display correctly in the spreadsheet. ▪ ACTION: Hetty to save monthly report as a PDF. 	HS	ASAP
		HS	April

Item	Decisions and Actions	Who	By
10. Group Support Team	<ul style="list-style-type: none"> ▪ Reports previously circulated and contents noted. 		
11. Publicity Team	<ul style="list-style-type: none"> ▪ Report previously circulated and contents noted. ▪ Jackie S noted that since the report was drafted a further newsletter editor has stepped down leaving the team with just 4 editors (plus Jackie as a stand-in). This means that a monthly newsletter has become unsustainable. The meeting discussed the proposal to move to a bi-monthly schedule. This would reduce the editor team workload; reduce the number of times in a year the Group Contacts would have to provide copy; reduce income from advertising and reduce annual printing and postage costs. It was acknowledged that the regular publicity emails would assume a greater importance in disseminating information about group events, particularly those that may not have been organised in time to meet the newsletter copy deadline. On balance, the committee decided to trial the bi-monthly schedule after May with double issues for June/July, August/September, October/November and December/January (already a double issue). ▪ ACTION: Jackie to liaise with editors team. ▪ It is the intention to generate a simple form for GCs to use to submit their copy which should make the editor's job more straightforward. ▪ ACTION: JS to liaise with Webtech team. ▪ The committee extended their grateful thanks to Graham Taylor for his hard work and application in editing the newsletter so successfully. 	<p>JS</p> <p>JS</p>	<p>ASAP</p> <p>Ongoing</p>
12. Social Team	<ul style="list-style-type: none"> ▪ Reports previously circulated and contents noted. 		
13. IT Group and website	<ul style="list-style-type: none"> ▪ Reports previously circulated and contents noted. ▪ The team is hoping to go live with Drupal 10 over Easter. The site will be down for 2-3 days with a note shown on the home page. ▪ The committee congratulated the web developers on their magnificent work on the upgrade to Drupal 10. 		
14. Linked organisations	<ul style="list-style-type: none"> ▪ No applications received. 		
15. AGM	<ul style="list-style-type: none"> ▪ Judith reported that Eric Knowles is unavailable to speak at the AGM as he will be away filming. It was suggested the Social Team may be able to help ▪ ACTION: Jackie H to approach Social Team re a speaker for the AGM. ▪ It was agreed the new committee formed at the October AGM should hold a Zoom meeting the following day (Tuesday 22 October) to elect officers. 		
16. Any Other Business	<p>i) News from the Committee item in newsletter: it was agreed it should cover the newsletter moving to bi-monthly; advertising rates held until 1/8/24; results of Strategy Workshop.</p> <p>ACTION: TP to draft copy and submit to newsletter.</p> <p>ii) It was agreed the focus for the April committee meeting should be the results of the strategy workshop on 16 March and our future direction.</p>	TP	10 April

Item	Decisions and Actions	Who	By
17. Future Committee meeting dates	All meetings start at 7.30pm and take place at Mrs Howard Memorial Hall unless otherwise indicated. * Meetings asterisked are strategy ones. Monday 22 April 2024* Tuesday 21 May 2024 Wednesday 19 June 2024* Monday 22 July 2024 Tuesday 20 August 2024* Wednesday 18 September 2024 Monday 21 October 2024: AGM at The Settlement, Kincaid Hall Wednesday 20 November 2024		

The meeting closed at 9.20pm

These minutes were approved and signed by the Chair at the committee meeting on Monday 22 April 2024