

LETCWORTH ARTS & LEISURE GROUP

Minutes of Committee Meeting

Thursday 6 July 2017 at 7.30pm

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

Present:

George Barnes, Chairman
 Val Quieros, Treasurer
 John Gregory, Membership Secretary
 Elaine Fox
 Jackie Sayers (minutes)
 Maureen Strutt

Observer:

Tony Maynard-Smith, Website and Newsletter Editor

Item	Decisions and Actions	Who	By
1. Apologies	Marian Adams, William Armitage, Steve Green and Jane Webb.		
2. Approval of minutes of previous meeting	Minutes of meeting on 7 June 2017 approved and signed by George.		
3. Review of actions arising from previous meeting	Covered at relevant agenda points below.		
4. Treasurer's report	<ul style="list-style-type: none"> ▪ Projected overall deficit of around £500 for the year. ▪ Committee agreed a year-end of 31 July in future, subject to approval at the AGM in November. 	Marian	AGM agenda
5. Membership Secretary's report	<ul style="list-style-type: none"> ▪ Membership at 5 July 2017 was 1608; 35 down on the same point last year; unclear why. ▪ 2017-18 card will be lime green. ▪ John will shortly email renewal reminders, promoting payment by bank transfer; Jackie to supply extra text prompting online completion of survey. 	John/ Jackie	ASAP
6. Secretary's report	<ul style="list-style-type: none"> ▪ Note revised date of AGM (7 November). ▪ Updated contacts list circulated. ▪ Approved minutes of May 2017 meeting now on website. ▪ Revised constitution is now on website. ▪ Meeting venues – Spirella no longer available after October. Need to find an alternative(s). 	Marian	End Nov
7. Constitution, Policies, Documents	<ul style="list-style-type: none"> ▪ The IT sub group asked for a financial strategy and risk management strategy. ▪ George and Val to work on a finance strategy <ul style="list-style-type: none"> ▪ Val to analyse costs and income over past 3-5 years. ▪ George to ask each part of LALG to produce a projected budget for 2017-18 . ▪ IT sub group to address IT risk strategy on 7 August; George to attend. 	Val George	ASAP ASAP
8. Risk	George to consider next steps after IT sub group's session		

Item	Decisions and Actions	Who	By
	on risk management as above.	George	August
9. Publicity Team report	<ul style="list-style-type: none"> ▪ Late report circulated. ▪ The team is finding it hard to recruit helpers. ▪ Committee agreed that a direct approach works better than more general requests. ▪ Survey may attract some more. Elaine and Jackie will pass names of potential volunteers to relevant leaders. 	Elaine/ Jackie	Sept/ Oct
10. Annual Members' Survey	<ul style="list-style-type: none"> ▪ This will be published in the August newsletter and is already online at www.lalg.org.uk/survey ▪ Elaine and Jackie to input paper responses. 	Elaine/ Jackie	Aug/ Sept
11. Social Committee Report	<ul style="list-style-type: none"> ▪ Social Committee has made £108 deficit for whole year. ▪ Maureen gave a verbal report on monthly Members' meetings: <ul style="list-style-type: none"> ▪ Overall loss of £195.50 in 2016-17. ▪ Very low numbers on Monday mornings. ▪ Would need 40 attending per meeting to break even. ▪ Speakers booked for the rest of the year. ▪ Survey will gauge members' awareness of meetings. ▪ Could promote via social media? Maureen to provide Newsletter feature in Sept. 	Maureen	10 Aug
12. 30 Year Anniversary 2017	<p>Anniversary party:</p> <ul style="list-style-type: none"> ▪ Sub group has now agreed the price (£20), the buffet (hot and cold), the band (Full Circle), ticketing via TIC. Advert to be included in August newsletter. ▪ George to explore archives for (careful) display at the party; and invite groups to put up displays in bar area. <p>Cinema event:</p> <ul style="list-style-type: none"> ▪ On 14 Sept there is a joint celebration with the Film Club: a showing of <i>Raising Arizona</i>. ▪ George and Jackie to promote in August newsletter. 	George/ Jackie George	10 July ASAP
13. IT Group	<ul style="list-style-type: none"> ▪ Ten Microsoft Office 16 licences have been bought for £80 and are being installed over coming weeks by Tony. ▪ IT group is looking at new software for managing the member database and handling emailing. ▪ Group is now working on a security, risk and compliance audit to help identify next priorities. 		
14. Newsletter	<ul style="list-style-type: none"> ▪ George and others met recently to address increased pressure on newsletter space. ▪ They recommend condensing associated groups' entries to 8 per page; committee to consider at next meeting. ▪ George to write something in next newsletter reminding contributors to keep details succinct. 	Marian George	Next agenda 10 Aug
15. Website	No report.		
16. Groups update	Tony is emailing all groups to check their contact details and whether they are still running. Many have not responded. Tony to report details at next meeting.	Tony	7 Aug
17. Discount Suppliers	Maureen is happy to continue admin aspect: she will ask for Di Jury to assist by visiting each supplier.	Maureen /Di	
18. Associated Groups	No report.		
19. Archiving	<ul style="list-style-type: none"> ▪ George to visit Gwynneth. ▪ George has contacted Town Twinning group about sharing a garage and will follow up. ▪ May need to approach someone to scan and archive 	George George Marian	ASAP ASAP Next

Item	Decisions and Actions	Who	By
	where possible. Discuss at next meeting.		agenda
20. Any other business	None.		
21. Future meeting dates	Monday 7 August 730-930pm, Spirella Tuesday 5 September 730-930pm, Spirella Thursday 5 October 730-930pm, Spirella 7 November (AGM), 730-930pm, Mrs Howard Hall Monday 4 December 730-930pm, venue tba		

The meeting closed at 9.20pm.

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