



Minutes of Committee Meeting

Monday 9 January 2023 at 7.30pm

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

Present:

Elaine Fox, Chair
Tessa Palfreyman, Secretary
Jackie Harber, Membership Secretary
Amandeep Dhillon, Diversity Officer
William Armitage
Amy Wilson

Item	Decisions and Actions	Who	By
1. Approval of apologies	Apologies from Alan approved.		
2. Declaration of interests	None made.		
3. Approval of minutes of previous meeting	Minutes of meeting on 23 November 2022 approved and signed by Elaine.		
4. Matters arising/outstanding actions not covered under other agenda items	<ul style="list-style-type: none"> ACTION: Periodic reminder re data protection required for group contacts. ACTION: Explore publication of winning stories from writing competition on website. ACTION: Elaine to review Publicity Policy with publicity team. ACTION: Jackie to liaise with Elaine re difficulties with Dropbox William to contact Saturday Night Board Games group re table 	Elaine Elaine Elaine Jackie/ Elaine William	
5. Chair's Report	<p>35th Anniversary Exhibition and Events The exhibition coincided with the snow and ice which reduced footfall over the week. The Saturday events were well attended and successful. Elaine plans to turn the information from the exhibition into an online talk and use some of the posters to update the table top display panels. Aman suggested the talk could form the basis of a presentation to external organisations to attract new members.</p> <p>Newsletter Editorial Support Elaine recapped the difficulties facing the newsletter</p>		

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	<p>editors in terms of dwindling human resources, lack of familiarity with Publisher software and complexity (and therefore length) of editing task.</p> <p>Meeting discussed ideas to address this including:</p> <ul style="list-style-type: none"> reducing newsletter content to minimum but supplementing with a twice-yearly booklet of groups reducing icons, clip art etc in group entries advertising for more potential editors and providing training on Publisher considering 'job shares' for those keen to help but with less time available identifying a volunteer willing to oversee the team and help out with queries and workload as required. ACTION: Elaine to email newsletter editors to request they send her their own ideas for ways in which they could be helped. ACTION: Elaine and Tessa to produce wording for a positive one-page recruitment notice in February newsletter (deadline 10 Jan) ACTION: Elaine to arrange meeting with newsletter editors, group support team and web editors to discuss streamlining of processes. ACTION: All to consider names of potential volunteers and email them to William for him to contact or suggest they ring him. <p>Aman noted that mums of school-age children may be a useful resource, accessed via PTAs.</p> <p>Elaine noted that she is in the process of trying to find an editor for the March edition of the newsletter.</p>	<p>Elaine</p> <p>Elaine/ Tessa</p> <p>Elaine</p> <p>All</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
6. Treasurer's Report	<ul style="list-style-type: none"> Report, previously circulated, noted. 		
7. Membership Secretary's Report	<ul style="list-style-type: none"> Report, previously circulated, noted. Membership figures continue to look very healthy. 		
8. Data Protection Officer's Report	<ul style="list-style-type: none"> Report, previously circulated, noted. ACTION: Elaine to write a letter to LALG member who has contravened GDPR regulations. 	Elaine	ASAP
9. Diversity Officer's Report	<ul style="list-style-type: none"> Aman gave a verbal report. This will be circulated separately. 		
10. Governance	<p>Treasurer's Proposals re Reserves Policy</p> <ul style="list-style-type: none"> Meeting agreed that we need to include Treasurer in our discussions. ACTION: add to the agenda for the March meeting. <p>Review of guidelines on allowing children to attend LALG meetings</p> <ul style="list-style-type: none"> Guidelines agreed with no changes. To be next reviewed in January 2024. 	<p>Tessa</p> <p>Tessa</p>	
11. Group Support Team	<ul style="list-style-type: none"> Report for December, previously circulated, noted. 		
12. Publicity Team	<ul style="list-style-type: none"> Report, previously circulated, noted. ACTION: Elaine to review advertising rates with publicity team meeting in preparation for inclusion on agenda for March committee meeting. 	Elaine	
13. Events/Social Team	<ul style="list-style-type: none"> Report for December, previously circulated, noted. <p>Date for 2023 Volunteers' Evening</p> <ul style="list-style-type: none"> ACTION: William to liaise with David's Bookshop re possible hosting of event on 17, 20, 24 or 27 March. 	<p>William</p> <p>Elaine</p>	

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	Elaine to contact team re budget for food, drink and entertainment.		
14. Newsletter Team	<ul style="list-style-type: none"> Discussed under item 5. above. 		
15. IT Group and website	<ul style="list-style-type: none"> Report for December, previously circulated, noted. 		
16. Linked organisations	Membership of Linked Organisations <ul style="list-style-type: none"> No applications received. 		
17. Focus	Planning for Letchworth Festival and other events in 2023 The meeting agreed that LALG should be represented at local festivals in Letchworth, Baldock, Hitchin, Stotfold, Fairfield Park and Royston as far as our human resources permit. <ul style="list-style-type: none"> ACTION: All committee meetings to research dates of festivals as they are arranged and send to Tessa. 	All	Ongoing
18. Any other business	<ul style="list-style-type: none"> Tessa reported issues re slow and inefficient backup of LALG Dropbox folders to AWS. Jackie reported suggestions from web tech team to either purchase an external hard drive or software to enable automatic back up. Meeting agreed a budget of £60 to cover purchase of best option. ACTION: Jackie to liaise with tech team to advance this. 	Jackie	ASAP
19. 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. Tuesday 21 February 2023* Wednesday 22 March 2023 Monday 24 April 2023* Tuesday 23 May 2023 Wednesday 21 June 2023* Monday 24 July 2023 Tuesday 22 August 2023* Wednesday 20 September 2023 Tuesday 17 October 2023: AGM at The Settlement, Kincaid Hall Wednesday 22 November 2023		

The meeting closed at 9.15pm

These minutes were approved by the Committee, and signed by the Chair, at its meeting on 20 February 2023.