

Bright Exchange: Core Group Meeting 11th February 2018

held at Deborah's place

1. PRESENT: Deborah Knowles (Membership Secretary), Maggie Chamberlain (Administrator)

2. MINUTES of Last Meeting on 25th November 2017 were approved (minutes to be added to website later - Deborah)

Matters arising: Training for Core Group on website and procedures

3. REPORTS

3.1 Membership Secretary – Deborah

Cheque for 210 pounds will be sent to LETSlink for work done on website, invoice has been requested for all other work and will be paid on receipt of invoice.

Action – Deborah to contact Mary

Archiving is continuing.

3.2 Administrator – Maggie

Training for Core Group on website and procedures. We will have a short 20 minute training session at the start of each meeting covering the different procedures. Led by Maggie.

Action – Maggie. For each meeting to send out link to procedure to read before the meeting

Proposed we start an Action Plan to plan all the tasks and timescales we want to work to and who is doing what. This may help us as a group to focus so that we can develop and grow the Bright Exchange. Some frustration with lack of movement but we do need more members to contribute as we are a small core group trying to keep things going.

Discussed training, basic admin to be improved and made more efficient, meeting attendance.

4. MEMBERSHIP AGREEMENT

Maggie has revised the Membership Agreement currently on the website front page and sent a draft copy to Core group. Maggie and Deborah went through this and discussed and made some amendments to it for Maggie to do final draft.

Action - Maggie

5. CORE GROUP ROLES AND RECRUITMENT: Refer to Core Group roles page on website link: <http://www.brightexchange.org.uk/members/pages.php?id=13>

We need a couple more members to join the Core Group plus offers of ad hoc help to do regular work or generally help out with tasks.

The following roles were suggested which could join the Core group if they wish or they could just report back to group meetings. These roles will be advertised to all members;

5.1 Membership First Contact person – to contact prospective members on receipt of application form, invite to joining evening, provide information about us and also to check in with new members a short time after they have joined to see how they are getting on. Would suit a friendly person who enjoys meeting people and has some knowledge of the Bright Exchange

5.2 Development Worker/sub-group – to work on expansion and promotion of the Bright Exchange and future planning. Useful skills would be planning, any experience of developing other groups, promotion/marketing

5.3 Minutes Secretary – to attend meetings, type up and add to website

5.4 Researcher – to do some research on similar schemes locally and nationally, what can we learn from them, what have they done to grow, could we merge with any other groups?

5.5 Social Organiser – to suggest and arrange regular social meetings for members to get to know each other. This could be for a shared lunch, thinking of topics for discussions, obtaining feedback from members and ways of encouraging trading.

5.6 Exchanges and monitoring - Someone to monitor transactions and exchanges and feedback to the monthly Core group meetings. We can print off a transactions report (Maggie to ask Mary how to do this) This task will also include contacting members in debt or excess credit and discussing with them how they can get their account back into credit or ways to use credit.

5.7 Participation Officer – to assist those without computers or anyone who requires reasonable adjustments to use the website. This may mean being a 'buddy' for someone to help them trade and do basic website tasks like updating their profile or carrying out a transaction (training can be given).

Action – Maggie to email all members to advertise these roles and ask if anyone would like to join the Core Group. This is open to all members.

6. Any Other Business: Letslink subscription – we have been paying this for a long time, to clarify what we get for our annual subscription