

Core Group Meeting 12 March 2018

Present: Deborah Knowles (Membership Secretary),
Maggie Chamberlain (Administrator),

Apologies: Suzi Conway and Pat White

Venue: Deborah's

Minutes of last meeting on 11 February 2018 were approved.

No matters arising

1. TRAINING

We decided to have a short training session for the website at the start of each meeting. This meeting Maggie trained on;

Transactions – how to transfer Brights credit to another member for work or service done, Feedback – leaving feedback on the member, Exchange history – viewing balances of own and other members, viewing all trades in a time period and printing off.

Uploading minutes and the document archive. Mary has made a change to uploading minutes which can now be done like a newsletter (much easier).

Member list – viewing options, how to do a member renewal

2. REPORTS

Membership

6 new member applications have been received and all have been contacted by Deborah. A new member welcome meeting will be arranged on 31 March with Deborah and a second person.

Anita Gilson has resigned from the Core Group due to other commitments. Deborah will be contacting her.

Archiving is almost completed.

There is a backlog of cheques, some from the cheque amnesty which have to be input

Action - Deborah

Deborah has been doing some research on other active Lets groups

Deborah to clarify for next meeting re. expenses for attending Core Group meetings i.e car parking, travel costs

Administrator

Member annual renewals – do we want to charge a fee for this year?. It was agreed not to charge this year but all members will be contacted to ask if they wish to remain as members and all memberships will be moved on one year to March 2019. Phone calls will also include offering support to members who have still not logged on.

Action – Maggie renewals, phone call person tba

Suggestion on ensuring our basic admin processes are clear and efficient, i.e new member application process and financial recording.

Treasurer

Deborah (for Suzi)

LetslinkUK Mary Fee there is agreement in place for hosting the website for 2 years from September 2016 to September 2018.

Expenses query has been responded to by email.

Deborah and Pat have sorted out Deborah's expenses. She had to pay out some expenses out of her personal account prior to us opening the account with the Credit Union. Payment to be authorised.

3. MEMBER AGREEMENT

Member Agreement as revised by Maggie could not be discussed as meeting not quorate. Moved on to agenda for next meeting.

4. PLANNING

Maggie has suggested that as a group we start a plan for 2018 including our aims and how we want to develop and expand. Some things we could look at would be promotion, improving admin functions, communication with members and getting more involvement, website improvement, social events, what we need to do and the tasks involved and who will do what.

Decided that next month we will have a Planning meeting to replace the normal meeting and invite some other members.

5. CORE GROUP ROLES

Some new roles for the core group and other tasks were suggested at the last meeting. We discussed this a bit more to ensure the roles are clear and there are some tasks that could be amalgamated into defined roles.

Information on roles are on the Website / Inside Pages/ Core Group roles.

We do need two more people on the Core Group as well as general ad hoc help.

Membership Secretary role to be advertised as Deborah would like to focus on Coordinating and other tasks. The duties of this role could be shared between two people.

We will look at the skill sets of current Core group members so we are focusing on our strengths

Action – Maggie to advertise and offer new roles and request help needed in a newsletter to all members.

NEXT MEETING: Planning Meeting

Sunday 8 April 11.00 AM