

Core Group Meeting 13 May 2018

Present: Deborah Knowles (Membership Secretary),
Maggie Chamberlain (Administrator), Pat White, Lucy Oliver (new member)

Venue: Deborah's

Minutes of last meeting on 12 March 2018 were approved.

Matters arising;

old cheques from cheque amnesty still have to be input as transactions –

Action - Deborah, Lucy will assist

1. TRAINING

Will resume next month

2. REPORTS

- **Membership**

4 new member applications have been received and all have been contacted by Deborah. A new member welcome meeting will be arranged on 17th with Deborah and Pat.

Lets link expenses still to be resolved

Action - Deborah/Suzi

New member fees agreed by core group prior to this meeting to be amended to 10 and 6. (nb.added to minutes but not stated at meeting)

- **Administrator**

Member annual renewals – all members have been contacted by Pat or Maggie by phone or email to ask if they wish to remain as members and all memberships will be moved on one year to March/April 2019. Phone calls will also include offering support to members who have still not logged on. Maggie suggested we do not need to do member renewals each year unless we are requesting donation, we can just look to contact and remove anyone not active in the year.

6 members accounts have been ceased. One new member added (Lucy)

Most renewals completed, some members have still not responded. A few password resets have been sent out for logging on.

We still have 16 members that have not logged on including new members and members that have been renewed. Anyone else not contactable or not responded by end May will have their memberships ceased (GDPR).

Requested for old cheques to be input prior to any more account removals as credits cannot be added after account closed.

Website – has raised request with Mary about the change in presentation of the website to reinstate the original screen (now a blank white screen instead of blue). This happened since the website was made secure. Request acknowledged but informed not priority for action.

Member suggestion made to look into adding us onto the Community base list as a promotion opportunity as we used to be on this.

Saskia said she was interested in joining a meeting for promotion ideas.

- **Treasurer**

Suzi not present and no report received

3. MEMBER AGREEMENT

Revised by Maggie. This was approved with suggested amendments to be added.

4. GDPR PRIVACY NOTICE

Written by Maggie. This was approved with suggested amendments to be added.

Discussion;

We need to look at how we store information and also whether we delete when a member leaves or retain data for a period. There are some reasons to retain such as sometimes old members return or if someone leaves with large debit we may not want them back. We can also retain some basic information for statistical purposes. This document to be sent out by email to all members and added to the website index.

5. PLANNING

We went through the Action plan. Most ok.

We will look at how we can encourage trading next meeting.

AGM planning in hand – Deborah

Core group recruitment – Maggie has advertised all roles.

Socials – first one planned for 2 June with promotion as the theme. A few members to be invited by phone by Deborah and general email sent out by Maggie. Deborah enquired into hall hire but it was suggested we try to find a free room.

Website host - Suzi

Promotion

Suzi not present re. promotion/logo/advert

Ideas;

Advertising on our personal FB pages (not the large community FB pages as we do not have resources to deal with large numbers of enquiries), local community newspapers (some do free if voluntary/community group), Community Base list, community centres/libraries posters and small leaflets. We cannot afford a lot of printing costs.

Any Other Business

BE laptop was data cleansed and given to somebody who needed it, they have now got a computer so have handed it back. Options?

Homeless group?

NEXT MEETING:

Sunday 10 June 11.00 AM