

Malvern Branch

Charity Reference number: 1069591



Minutes of Trustee meeting Friday 28/6/2019: 10am @ The Cube (JJ)

Present:- Sue Lamberton (SL)(Chair); David Oliver (DO)(Treasurer); Jenny Jackson (JJ) (Secretary); Angie Cantrell (AC); Brian Chesney (BC); Jenny Clayphan (JC); John Elkington (JE); Tessa Hartog (TH); Roger Hunt (RH); Richard Phillipps (RP); John Price (JP); Linda Scott (LS); Jeffery Thorogood (JT).

Apologies:- Brenda Johnson

**Sue opened the meeting with a vote of thanks to Jeff who having received a last minute cancellation, so successfully organised a very good replacement speaker for the last monthly meeting.*

1. **Minutes** 17/5/2019 - Minutes agreed and signed
- 2.
3. **Matters Arising**
 - 3.1 Trustee responsibilities –
 - (a) After some discussion amendments were made to the lists and JJ will circulate revised details to all Trustees.
 - (b) LS wanted to know who now organised the printing of membership forms and cards etc. RH said it now fell to him to deal with this.
 - 3.2 JP explained that new equipment with a solid disc would cost £400. This was approved.

Calendar Items:-

4. **Finance/Funding Bids**
 - 4.1 (a) DO said that he estimated a £4000 loss due to the increase costs we were facing for venue hire.
 - (b)DO was concerned about the costs arising for room hire for small groups. SL said that
 - * she would contact group leaders to check situation once DO had checked accounts to pinpoint which groups were using hired rooms for very small groups
 - * she and DO would meet to discuss the matter
 - (c) DO said that in order to protect the branch in the near future from deficits, an increase in branch membership fees should be considered. He will go over the figures again and make a proposal at the next AGM if appropriate
 - 3.2 **Membership** - LS said that we currently had 1699 members and that 300 of those had joined this year
 - 4.2 **Website** – JE had no comments for the meeting

5. July calendar items brought forward:-

5.1 Groups Report –

- (a) JC gave an overview of groups that had started & those that had ceased.
- (b) JC said that she had had little contact with group leaders & she thought therefore that the role could be absorbed by other Trustees. It was agreed at the meeting however, that although the Group Coordinator role seemed less demanding than originally perceived, it was vital to have a Trustee in overall charge of both the Group Leaders meeting and importantly, the organisation of the Group Fair. SL said that as JC was not continuing in her role after the next AGM (11/2019) a nominee would be sought.
- (c) It was agreed that the Group Leaders meeting would be on 29th October but from 10am to 12pm (rather than an afternoon meeting). BC will check venue/times.
- (d) SL & AC suggested that it should be mentioned again at the Group Leaders meeting, that any group with a waiting list should consider the formation of a new group.

5.2 Group Fair – This is Monday 2nd September. JC & SL have had discussions using notes that the previous organiser Annette, had passed to them. SL emphasised that help would be needed on the day and it was agreed that SL, JC and RH would go to Malvern theatre to discuss the arrangements. SL & JC will prepare the group leader packs given out on the day.

5.3 JP had checked the equipment we hold and found that some of it hadn't been used for 3years. He will update the list.

- (a) SL suggested the purchase of a 'dongle' compatible with a MAC computer. She felt this was a 'belt & braces' approach incase a member used a MAC & wanted to use the projection equipment.
- (b) It was also suggested that the online booking form should include the request for an email address. This was agreed.

6. A.O.B.

6.1 RH said that the new Group Directory would follow the same format as the old one. Agreed

6.2 RH asked for confirmation that no new member can join the branch online after 1st August because of apportioning the branch fee etc. RH will check with JE (who had left the meeting).

NEXT MEETING FRIDAY 30th August 2019: 10am The Cube

Signed _____ Sue Lamberton

