

NEC Meeting – 29th July 2006

Attendees:

John Smith	National Chairman	(NC)
Adrian Barnard	National Finance Officer	(NFO)
Emma Dunning	Honorary General Secretary	(HGS)
Tina Bunyan	Southern Area Chair	(SAC)
Tracy Thorn	North Themes & Chiltern Area Chair	(NTCAC)
Andy Campbell	East Anglia Area Chair	(EAAC)
Robert Jones	Northern Area Chair	(NAC)
Adam Redshaw	Midland Area Chair	(MAC)

Meeting opened by National Chairman, John Smith at 10.20am. The NC welcomed everyone and hoped this was a positive meeting, it was a shame that not all Area's were represented.

Item 2: Apologies for Absence

Gerry Edwards	Vice President	(VP)
Dave Files	National Activities Officer	(NAO)
Kirsty Van Lieshout	National External Publicity Officer	(EPRO)
Sandra Bradshaw	Vice President	(VP)

Item 3: Election of Representatives for Area Chairs.

Adam Redshaw – he's term as Midland Area Chair starts on the 1st August and Emma cannot do both roles (MAC and HGS) within this meeting. NEC was happy with this.

Item 4: Minutes of Last Meeting

HGS apologies for the minutes not been ready, as she has been under a lot of pressure at work but will get these out as soon as possible.

4.1 Review of Action List from Junes Meeting

The action list was reviewed and completed items were removed. A new Action list will be issued with actions from this meeting.

4.2 Matters arising thereon

Rules of Engagement Document – this is a draft document has been created by Dave Filer with regards to events been held by multiple Area's. Today we are accepting this document as a basis to start. Area Chair's to discuss this document with their Area's and any feedback or amendments to be sent back to Dave Filer direct and will be discussed at the November 2006 meeting. This will eventually be part of the NEC Procedures Document.

Motion: That the Rule of Engagement document is provisionally accepted and that amended document is discussed at the November NEC meeting

Proposed: NAC

Seconded: EAA

Motion Carried.

Mail Box – this is currently not set up for forwarding of mail, it is only collection only. This was the original plan from the October 2005 meeting and is included in the budget. The HGS advised that we have budgeted to use the forwarding each week but if we set it up as fortnightly then the cost will be halved saving money from the budget. The NEC decided that the mail should be sent to Adrian as NFO due to his use of a scanner as he would be able to send a electronic version to the individual concerned and a physical copy given over at the next NEC meeting. Details to be sent to Adrian to get the forwarding set up and it will be reviewed at the November 2006 meeting to see if the Mailbox is worthwhile in keeping.

Motion: That the NFO is set up to receive the mail from MBE and that this is done on a fortnightly basis. The NFO to forward mail electronically to an individual and then physically hand over the mail at the next meeting after receiving it

Proposed: MAC

Seconded: NAC

Motion Carried.

AGM Co-ordinator Job Description – A job description should be created for the AGM Co-ordinator. MAC suggested that the NEC ask that we approach Kirsty to create a job description as she has a HR background and has done the role before.

NAC suggested that each Area Membership officer should help co-ordinate with the booking of members and providing details. Each Area would then send a cheque to the AGM Co-ordinator instead of individual group cheques.

The AGM Co-ordinator is there to make sure that the day runs smoothly and sort any issues that arise, as members of the NEC will not be able to do this.

NFO advised we need to think about costs and registration fee's to cover aspects that used to be covered by the office as we no longer have that facility, i.e. £5 per head to cover tea / coffee and paperwork (keeping it cost neutral).

NAC advised that the AGM Co-ordinator should be able to have the right to appoint assistants and that this is included in the Job Description.

NTAC advised that accounts should be included in the job description and that a budget and accounts be submitted to the NEC.

Action: Kirsty to draw up a Job Description for the AGM Co-ordinator's role for the next NEC Meeting in November 2006.

Brean 2007 – At the June NEC meeting the Area Chairs were asked to take back to their Area's and discuss if they wanted to have a stake within Brean 2007 and a idea of a budget that they are willing to provide.

EAA are very supportive of Brean and have agreed to a budget up to £2000.

NA has agreed in principal but cannot submit an amount until after NEAT.

MA has agreed a budget up to £1000.

SA has not agreed as other Area's are interested in the stakes but they maybe able to if we do not have enough money.

NTCA are to hold their Area meeting tomorrow (30th July) at which Brean 2007 will be discussed.

LSE – do not know as no representative present and no communication received since April 2006.

The Area Chairs feel that if the Area's joint fund events it encourages members to attend these events. With the current money agreed for loans by the Area's, Brean 2007 will have enough to a starting working capital, it would need the Chair's to encourage participation in this event.

NAC asked how much was paid in advance and how much after the bookings was taken? Adam as Brean 2006 co-ordinator advised that the deposit, DJ and Band were paid in advance as well as some admin costs. The rest is paid just before the event takes place or just after.

Adam suggested that the Area's take the bookings for Brean, which helps to validate the membership information. The Area's then send a cheque to Adam. This is only a possible suggestion.

NAC advised that the loans from the Area's be only paid back after the event takes place incase of loss or liability issues.

EAA was concerned about this as it ties up the money of the Area's which can be used for other events. Maybe a percentage of the loans be given back was the bookings start coming in.

HGS suggested that if the events is evident that it is making a profit then the Area's that have loaned money into the event should get a cheque back for the loan amount within 2 weeks of the event running. Any profit can then be worked out and forwarded to the Area's involved at a later date (but not too long after). Although we are discussing this for Brean it is also applicable for any National Scale event.

NAC advised that the member's who are responsible for damage are liable not the Area's. The Area's who do loan money should take the view that this is an investment and would know when they would get their investment back otherwise we would need a professional accountant to make sense of all the money being transferred if it was done in bits.

NTCA acknowledges the demands on the Area's for money and agrees with EAA about tying up the amounts of money for a period of time but that this is the easiest way.

NAC suggested that the amounts of money be given to the co-ordinator at different times agreed with the Co-ordinator which would mean that the money is tied up for long periods.

Motion: Once Brean has agreed an agreed amount of booking in then 50% of the Area's Loan is returned.

Proposed: EAA

Seconded: None

Motion not voted on.

Adam proposed that for the November meeting he would bring a budget for Brean 2007 with the Area input already discussed any Area who wishes to loan money to Brean should let Adam know before the meeting. There will be costs, timeframes etc so that the NEC can discuss this more.

5. Officers Reports

No Report from LSE. NC and HGS have concerns over LSE Area and they have no communication.

Action: John to contact LSE information as to what is happening in LSE as there has been no communication and no representative for 2 NEC meetings.

SA asked about Kirsty's report and the website, John advised that this is a separate item on the agenda.

Proposed: NAC

Seconded: SAC

Motion carried.

6. Finance

6.1 National Finance Officers Report & Balance Sheet

NFO provided copies of the Balance sheet with both incoming and outgoing money since that last meeting. We no longer have any more Standing Orders set up and there should be no more transfer's from other accounts. The Area levy's are outstanding from some area's, for the November meeting, Area Chair's to ensure that all levy's are paid up to date. If not at the meeting we will need to discuss about what happens for the 10% charge and if this is still applicable with the new constitution.

EAA asked for a point of information about the £1500 deposit of Brean, should this not be shown as a permanent debtor?

NFO advised that there is also the £1900 for Sady, which is held by the Sady Co-ordinator.

SAC asked why her area events were not shown as National Scale event such as the Outdoor event?

NAC advised that a National Scale event should be communicated to the NAO who would advised if the weekend is free.

EAA advised that the definition of what is a National Scale event is covered in the Rules of Engagement document.

NFO advised that the Southern Outdoors pursuit, which is an existing event never, paid the £50 to national, which is the old procedure for bookings of National Scale Events.

NTCA advised that the majority of attendees are from Southern Area therefor it is not a National Scale Event.

EAA advised that if Southern Area wanted money to run an event then it would have to be put forward as a motion to the AGM and the members would have to vote on it as National do not have money to fund the Outdoor Pursuits weekend. At some stage in the future when the Area's have generated the money to run the events themselves then the loans would be returned to National.

Motion: *The Sady account is able to retain on indefinite loan the £1900 to be reviewed after the 2007 event and shown as a debtor to the National Account.*

Proposed:	EAA
Seconded:	NTCA
Those in favour:	3
Abstentions:	1
Those against:	1

Motion carried.

Motion: *Acceptance of the Accounts provided by the National Finance Officer.*

EAA added that we accept these with the proviso that the amounts for Brean and Sady are shown as Debtors.

Proposed:	EAA
Seconded:	NAC
Those in favour:	4
Abstentions:	1
Those against:	0

Motion carried.

6.2 Membership

NFO ran through the details sent through by the Area Membership Officers:

MA – have received a stat's sheet but no other information. Also the stats are from April which means it is only showing either new or re-newel members during that time. Midland to re-submit correct information.

NA – have received a stat's sheet but no names or details. 73 Members including Lincs Quest.

EAA – All details – 104 members.

SA – All details – 70 members.

NTCA – All details – 92 members

LSE – nothing received.

The membership numbers are up to June 2006. The HGS needs to have information, as she can't send anything out due to no details or no directory. NFO to send membership details to HGS as soon as possible.

7. Election / Co-option of National Officers

No nominations received.

7.1 Ballot Paper Counters

No nominations received.

7.2 Internet Co-ordinator

No nominations received.

7.3 Training Officer

No nominations received.

7.4 AGM Project Officer

No nominations received.

8. Motions

8.1 BiAGM

This cant is taken forward as we are waiting for Area's to discuss this at their Area Conferences. This is regarding 7.9.2 of the constitution (Joe's Motion).

Another motion needs to be created as discussed this morning regarding Area's not discussing these with their Area's and what the action and consequences will be.

Action for Robert and Andy: to raise the motion before the November NEC meeting and to circulate prior to the meeting about every Area has the opportunity the discuss and vote on a motion.

8.2 Membership fee increase to be dropped.

Southern Area motion which should be taken to each Area Conference and discussed. Adrian handed a paper version to each Area Chair about the automatic £1 per year rise.

9. Website – CMS

The project team wants to create a content management system for the new website. We can get extra feature's such as a calendar can be added. John gave a paper version of what the site can look like.

NAC covered what CMS is; Robert gave an example of the BBC new site where information is sent to the top of the categories it effects i.e. international, politics' etc. The CMS system is harder to set up but much easier to maintain and we would not have to alter the site everytime.

EAA asked if Mark Hewson has been involved as he has created and maintained the website for so long? John advised that Mark does not want to be the internet co-ordinator but will remain involved in the maintenance of the website. Richard Morton is willing to provide the code behind the website.

Kirsty will have a lot of in-put to information which is included on the website.

Action: Kirsty is to include website progress within her report to the NEC.

9.1 Internet Domain Names

At the June meeting there was a discussion about the purchase of new domain names and the Area Chair's were to back to their conferences with this and also which out of the list Mark provided did the Area's want.

MA – £50

NA – None, as this will not make us hit higher with a google search.

EAA – £75.

SA – £0

NTCA – Conference is to be held on 30th July

LSE – nothing received.

EAA advised that the discussion in June was about different sites such as party like us would mean that we can publicise in different ways with all the sites linking back to our main page.

NAC gave information about how to improve a google search. If all the websites linked to all the groups and the national website it looks like a good site and we are ranked higher.

HGS advised that a number of websites have not been updated for over a year, it maybe better not to have programs and committee details on them as these are the items that will go out of date quickly.

NTCA suggested that we have one site, which has the information for PNM's but also has information that current members wants such as what's on, directions etc.

NC asked which was the preference to the new domain names and that a decision needs to be made today.

NAC was convinced that if the area's did not have any budget then national would fund it and that he was not happy with areas purchasing other names.

The HGS corrected that at the June meeting the NEC agreed to continue with the old name 18plus.org for historic reasons and continuity until the renewal period is up but that for any other names this would have to be funded from else where.

NTCA advised that she has a record to take to her conference about the funding and the preference of choice from the list Mark Hewson gave.

Motion: *That National purchases the domain name Plusgroups.org.uk and if available plusgroups.org*

Proposed: EAA

Seconded: NAC

Motion carried.

9.2 Registering Names

The HGS provided information further to the discussion from the June NEC Meeting. The email that Joe Gurney sent to Francis with advice onto how to register our new name.

The Corporation House advised that they only register a limited company and that we cannot register with them, Corporation House suggested registering with the Charities commission who again we cannot register, as we are not a charity.

NFO advised that he is having similar problems in trying to de-register.

NAC said that another organisation doing the same thing as us would also not be able to register with Companies house.

NFO advised to keep all the minutes as it shows what we have tried to do.

Action: John / Andy to ask Joe to register with Companies House, as it is he's advice. The same with the previous request on copyright.

10. Publicity

10.1 Re-branding, Logo, Corporate Style

Kirsty has emailed a document with the submissions for the new logo. It is essential that the NEC decide on the new logo today.

EAA asked if any market testing has been done? John advised that he didn't know about this.

The NEC looked at the different designs.

The 5 circles "Spots" Logo is very modern, shows as a group and can be adaptable. The identifier of the Group could be added before the word "Plus". It would work well in both colour and black & white. The colour choice can be decided after the market research.

NAC advised that with the word Plus with the 5 Circles then we would be able to copyright this. Without the word plus it would be very hard to copyright.

The idea of a new logo has been publicised on the one list and the gazette by Kirsty and Richard. There have been a number of submissions and people are aware that we are making a decision this weekend.

Action for Kirsty: to market test the new logo nationally including different colours and sends the results with feedback report to the NEC prior the AGM.

Action for John: to send the new logo to Mark Hewson for inclusion on the website and to email the NEC with electronic version. The new logo is sent to the One List for file inclusion.

Motion: That the NEC adopts the 5 circles "Spots" Logo with the word Plus on the right hand side as the new National Logo which is to be ratified at a later date after market research.

Proposed: MAC
Seconded: NTCA

Motion carried.

10.2 Information Packs

Area Chair's to send what information they want included in the information packs sent to PNM's to Kirsty as soon as possible.

10.3 New Members Evening "Back to School Week"

Kirsty has emailed all the NEC with information about the Back to School Week including a Step by Step guide, check list and is very in-depth. Good information that the Area Chairs need to promote to all their groups to ensure that everyone is on board for this campaign.

10.4 Publicity / Marketing Training Event

Joe is holding an event in East Anglia and has publicised this. On a National level Kirsty is compiling an event for 2007.

Could hear the rest of this item due to mobile phone interference making the tape in audible.

11. National Plan

11.1 National 3 - 5 Year Plan

John has asked what people want included in a National Plan, for the next plan we should involve everyone as this would give a plan for the organisation as a whole. It should have individual strategy's included in it i.e. Publicity, Training, Activities, etc.

HGS asked that we get feedback from the groups for inclusion within the National Plan.

MAC said that we should be looking at Plus as a business and the plan becomes more professional with key performance indicators.

EAA was concerned that there maybe a lack of input from the members.

NAC advised that the one – list is not the place to do this as historically there is not a good response but that we could utilise the Northern Forum.

Action for John and Robert: to set the forum up and publicise the link to it.

12. Car Park

EAA asked for an item to be placed in the “Car Park” regarding funding of projects. Some Area’s have gone away with their actions and what was agreed. The are area’s that have gone away, no matter what the result is but there are others that have not.

13. Any other business

None

14. Date and time of next meeting:

Saturday 18th November 2006 @ 10.00am. Location Warwick

ACTION LIST FROM JULY 2006 NEC MEETING

1. **AREA CHAIRS ACTION:** All Area's to bring copy of the Action Plan to the November NEC meeting.
2. **AREA CHAIRS ACTION:** To submit articles for Plus News.
3. **AREA CHAIRS ACTION:** Area Chair's to ensure when events are booked onto the National Diary, a brief description is given.
4. **AREA CHAIRS ACTION:** To ensure that the diary information is supplied to the NAO and Internet Co-ordinator.
5. **FRANCIS WALLINGTON ACTION:** To seek advice regarding inclusion of Health and Safety within the Standing Orders.
6. **AREA CHAIRS ACTION:** To ensure that a log of accidents and near misses is kept.
7. **HGS ACTION:** To amend the NEC Procedures to included a Criminal Records Bureau check for elected NFO's
8. **FRANCIS WALLINGTON ACTION:** To clarify the material that can be placed in Gloucester Record Officer with regards to Training Resources.
9. **FRANCIS WALLINGTON ACTION:** To investigate Accident forms and if they can be copied without infringing the law of Data Protection.
10. **EPRO / MARK HEWSON ACTION:** Internet enquires to be directed to each Area Chair with auto replay of Plus Information – what is the current information that is being sent?
11. **NFO ACTION:** Electronic documents to be placed on the website by Internet Co-ordinator as soon as documents become available.
12. **NAO ACTION:** To incorporate an option not to receive renewal letters or mailings on membership.
13. **STEVE BROWNING ACTION:** Incorporate Freedom of Information and Data Protection policies into Standing Orders and Constitution.
14. **HGS ACTION:** To provide wording to NAO regarding use of images for publicity purposes.
15. **STEVE BROWNING ACTION:** To Draw up a policy statement for handling enquiries from foreign interests into Standing Orders.
16. **ADAM REDSHAW ACTION:** To provide £450 to enable AR to produce revised copies of the National DVD. On hold until after re-branding.
17. **AREA CHAIRS ACTION:** To provide and maintain accurate Area Directories for administration and communication, which will be submitted to the HGS for collation of a National Directory.
18. **NTCA ACTION:** To review the videotapes to identify training media.
19. **GPC ACTION:** that the GPC contact the Accountants regarding the issues of the accounts raised at the ANC and the errors within them to gain a conclusion.

20. **AREA CHAIRS ACTION:** To ensure that all Area Membership Officers send the monthly Membership statistics returns to Adrian Barnard (NFO) each month.
21. **HGS ACTION:** To register with companies house and the patents officer the following names "National Federation of Plus Areas", "Plus Groups", "Plus Areas" and to check the registration of the old name "National Federation of 18 Plus Groups".
22. **ADAM REDSHAW ACTION:** To get written confirmation from Brean Sands regarding the holding of the £1500 Brean deposit that they have kept.
23. **ADAM REDSHAW / DAVE FILER ACTION:** To contact Brean Sands to find out when the cut of date is for returning the deposit to the National Federation.
24. **NAO / HGS ACTION:** To create the Rules of Engagement draft documentation for the next NEC meeting.
25. **NC & NAC ACTION:** To produce a guide for Feasibility Studies and opening of groups, to be ready for the July NEC meeting.
26. **AREA CHAIRS ACTION:** To discuss with Area's if they wish to hold the dance after the AGM at Warwick in February 2007. Midland Area to have first refusal.
27. **EXPRO ACTION:** to draw up a Job Description for the AGM Co-ordinator's role for the next NEC Meeting in November 2006.
28. **NC ACTION:** to contact LSE information as to what is happening in LSE as there has been no communication and no representative for 2 NEC meetings.
29. **EAA & NAC ACTION:** to raise the motion before the November NEC meeting and to circulate prior to the meeting about every Area has the opportunity the discuss and vote on a motion.
30. **EXPRO ACTION:** to include website progress within her report to the NEC.
31. **NC / EAA ACTION:** to ask Joe to register with Companies House, as it is he's advice. The same with the previous request on copyright.
32. **EXPRO ACTION:** to market test the new logo nationally including different colours and sends the results with feedback report to the NEC prior the AGM.
33. **NC ACTION:** to send the new logo to Mark Hewson for inclusion on the website and to email the NEC with electronic version. The new logo is sent to the One List for file inclusion.
34. **NC & NAC ACTION:** to set the forum up and publicise the link to it.