

National Federation of Plus Areas

National Executive Meeting Minutes

Held at Warwick Staff Social centre on the 19th May 2007

Present

General Purpose Committee

John Smith – NC, Emma Dunning - HGS, Alison Jones – NFO,

Project Officers

Dave Filer – National Activities Officer

National Executive Committee

Robert Jones – NAC, Matt Dickinson – NTC, Kath Bloe – SAC, Adam Redshaw – MAC, Gemma Bathrum –LSE, Joe Gurney – EAC.

Observers

Gerry Edwards – Vice President

Andy Campbell – East Anglia, James Oliver – Midland Area, Andrea Whitter - North Thames & Chiltern Adrian Barnard – Southern Area

Start of Meeting 10.15

01 Opening Meeting

John Smith welcomed everyone to this NEC meeting, thank Emma Dunning for preparing the agenda, Welcomed the new area chairs Matt Dickinson and Kath Bloe, and welcomed Joe Gurney back to the top table, also welcomed James Oliver who has agreed to produced the minutes for this meeting. Then ask the people to identify themselves for the purposes of the tape so that James Oliver could identify them on the tape.

02 Meeting Rules

Emma Dunning firstly went through the procedures for the meeting for the benefit of the new area chair's present. Which was contained in the document Rules for NEC meetings. Explained to everyone present that meeting will last one day in length instead of the normal two days Emma said that we have a lot of items to discussed. Anyone wishing to speak or proposed or seconded a motion must raise his or her hand so that either John or Emma will take. Points must be concise, short as possible and constructive, all the paperwork for this meeting is prepared before hand. Emma explained rules for motions and explained when what happened at breaks and lunchtime. NEC rules procedures go into detail and the delegates should also have read the National standing orders. Emma said that these two documents governed how, John Smith said at lot of this is common sense, which Emma agreed. Emma also asked for phones to be switch off as they infer with the recording equipment.

03 Apologies for Absence and Lateness

Francis Wallington NHLM
Kirsty Van Lieshout EXTPRO
Sheffield Plus - Absence
Gerry Edwards - late

04 Presentation of Minutes of the last meeting

Gemma Battrum mention that a zero was missing under finance report should be 2005 not 205.

Proposed by Northern Area
Seconded by Midland Area

Carried by Majority

4.1 Review of Action Lists

No matters arising from the Pre NEC minutes, Emma then went through the action list from the November meeting.

- I. Ongoing
- II. Ongoing
- III. Ongoing
- IV. Ongoing
- V. Cover under Finance
- VI. Gloucester Records -Done
- VII. Later in Meeting
- VIII. Done
- IX. Ongoing
- X. Done
- XI. Done
- XII. Ongoing
- XIII. Later in Meeting
- XIV. Done
- XV. Ongoing
- XVI. Done
- XVII. Done
- XVIII. Ongoing
- XIX. Brean – Done
- XX. Brean – Done
- XXI. Rules of Engagement – Done
- XXII. AGM – Done
- XXIII. Job Description AGM coordination – Done
- XXIV. Companies House - Cancelled
- XXV. Website – Ongoing

Emma mentions Action list would be updated and a new one issued once today meeting was finished.

05 Officers Reports

SAC ask if it was on all the officer's reports John Smith replied yes, apart from the Finance report.

KB then asks Emma Dunning about the comment she made about area constitutions and standing orders. Emma explained to Kath she as part of her role on review on the constitution was to look at the way each area constitution are different from each other so that when she does her review of the National constitution any changes she makes will not have an adverse effect on each area constitution. The reason why she has ask for each area to send a electronic copy is that fact one area constitution is on the website and the standing orders is just one A4 of blank page. Matt Dickinson explained that as far as her is aware it would be the standard ones which was issued to area when area lead was adopted. Emma explained that is not the correct version since Emma will be redoing many of the documents that refer to each other it would be helpfully if she could have a copy of each area constitution and standing orders just to make sure that what Emma is doing is not going to cause problems for the area's. Matt Dickinson that his area (NT&C) standing orders are the standard ones given to us at the time of Area lead option was adopted. Emma replied that there are no one on any website. Emma has only one side of A4 paper with no procedures on it. Robert Jones, Northern area said that his area has too many standing orders. Dave Filer NAO said from his memory that when new constitution was adopted that each area would accept the new constitution but keep your existing standing orders unless they conflict. Emma also mentioned that she was concerned about any area that may have done any amendments to the area constitutions. MD asks ED if she had a record of the old constitution. Joe Gurney pointed out it was on the website complete with standing orders. Emma explained that areas couldn't operate with standing orders. Robert Jones asked if Emma needed a copy of current standing orders or any changes to the constitution to which Northern Area run by. Emma said yes to both. Andy Campbell explained Emma had a paper copy but EAA had no electronic version; Emma said she would need them electronically. Kath Bloe would investigate Southern Area.

Emma Dunning comment on Gemma London & South East report after reading the report is was good to see positive news coming from London & SE area.

Proposed By Midland Area
Seconded by Southern Area

06 Finances

6.1 National Finance Officer Report

Alison Jones NFO hope the NEC had a look at the report that Alison emailed to everyone. A question was ask about VAT, Alison replied Plus has been deregistered for VAT which will be from Monday 21st May 2007, with a final payment of about £147.00. Robert Jones said we must delete the VAT registration number from any invoices, documents etc. Joe Gurney EAA query the money return back from Customs and Excise, Alison explained that it related to money claimed by the office during December 2005. The staff had sent did not send in a VAT return claiming

more expenses than income, rather than just pay on the penalty notice. Customs refused to release the money until NFO sent in the VAT return that Alison did in April 2007.

NFO said the NEC must vote on whether to put the money into savings or use in this year budget.

Robert Jones proposed the following motion

Money return from Customs and Excise for both period be moved straight to saving

Adam Redshaw proposed an amendment to the motion that the money be used for publicity. This was rejected Emma and John Smith said it should be moved to saving then the NEC could vote spend the money returned separately Robert Jones suggest that Adam is proposing a motion straight after his motion. Andy Campbell suggests a quick straw poll of people present on spending the money straight away. John Smith told Adam Redshaw what Robert Jones was suggesting was not to include the bonus in this year budget as it would make life difficult for plus in future years. John also pointed out because it was in savings does not mean it not inaccessible for a special project, asked the NEC to voted just on Robert motion

Money return from Customs and Excise for both period be moved straight to saving

Proposed Northern Area
Seconded East Anglia Area

Against – 0
Abstentions – 1
For - 5

Joe Gurney asked Alison Jones about the penalty notice for Corporation tax had Alison had anything back from the Inland Revenue Alison Jones replied that she has spoken to them by phone, explained that plus was a “not for profit” organisation, did not understand why they had that in the first place. Alison also explained to Joe that Plus did not have forms or notices in the first place. Alison with Robert help wrote an appeal form along with a very long complaint letter. Robert Jones asks Alison if the appeal was upheld as the matter related to periods when losses were made. Alison reply yes.

Joe Gurney with a point of information said not for profit would cut no ice with the revenue but losses would. Robert Jones reminded Joe Gurney that inspectors can call look at your books were they stand at a moment in time, can decide that you will never make enough profit to be bother with an inspection and will set a number of years before they will look at you again. Robert stated that he has checked this with the revenue. Joe Gurney asks have they done so this time. Robert Jones replied that would on the back of the complaint letter issued to the revenue. Matt Dickinson asks if this Corporation tax has been paid. Robert Jones replied no until Plus stops complaining about it. Andy Campbell asks for the amount involved. Alison Jones said it was about £100.00. Alison Jones also went on that Adrian Barnard, ex NFO wrote to the revenue in December 06 to have a form sent which both Alison Jones / Adrian Barnard never received. Adrian Barnard said that the form might have gone to our old accountants, who we do not use anymore. Robert Jones said the Revenue have been informed that no longer use Kings Scott Dix along with the corrected 2005 accounts

and the rejected version. John Smith ask for any more questions about the balance sheet

Proposed Northern Area
Seconded London & South East

Carried

6.2 Outstanding Debts

The NFO reported that £250.00 is still outstanding from Midland area, has contacted the Midland Area Treasurer who is looking into it. The NFO area levies are soon to be due nearer today meeting. Gemma Battam LSE said they have set up a standing order, which will be coming in to the national bank account on Monday. NFO reported that if any other area wish to set a standing order to contact her and she would give them national tier bank details

6.3 Membership Statistics

John Smith said it was important for all area to get membership statistics to the NFO. The NFO reported that only three area have given currently regular membership statistics these where Northern, North Thames and & Chiltern and Midland. Andy Campbell ask how often does the insurers require membership, the NFO replied that it was only once a year, usually around December, however they require the NFO to have reasonably accurate records at all times for the purpose of insurance. James Oliver asks did the NFO have a currently total membership, the NFO replied no. Matt Dickinson asks does the membership figures need to include quest groups or are quest groups reported separately. Robert Jones replied to just follow the spreadsheet from National, The NC said we need you to include the your area membership statistics in your report, if you wish to breakdown by group then you can do so, but you must also include any quest group in these statistics. HGS stated that the required to included membership statistics would be an action for future reports for the NEC.

6.4 Budget 2007

HGS reported to the NEC that the income for the National tier would be £3,000.00 which is a tight budget clearly this budget would be going to the same as last year. NAC introduced a motion accept last year 2006 budget as the 2007 budget. As last year budget appeared to work. EAC asks if the budget for 2007 was email to the NEC the NC replied no. Andy Campbell ask how we did on last year budget, did we overspend. Adrian Barnard stated that last year budget still had some of the old office costs included which was over £, 3000.00. NFO correct Adrian stating it was nearly £44,000.00. This included some redundancy costs. MAC said if we are going to accept 2006 budget as this year budget we would need to factor in a figure for inflation of about 3% on costs. Adrian Barnard query did we ever use the PO box. The HGS replied that all mail should have been redirected to you Adrian, HGS query has Plus a load of post waiting in Sutton Coldfield. NC said that was good question, and we needed to look in to the, matter NC has heard that the shop in Sutton Coldfield is going to shut. NT&CC said he would action to check this out after the meeting if the HGS could give him the address.

The EAC asks if this venue would change their charges, for the rent of this room. Robert Jones answers the question that this venue is shutting, the owners the

insurance company can set any price they want for this venue. He explained that PLUS is looking at all our expenses, Petrol costs been another big expenses, all our expenses are not certain believes that just adding is not 3% to figures. NC replied that for sake of a budget you have to predict. NAC said it was his opinion that you should just stick with last year figures.

NAO said that about this venue, that he has spoke to manager of this venue said that would shut about end of August. NAO stated we would need another venue for the AGM and the November NEC meeting, NAO said the NEC meetings are easier to organise. NC said let not get compliancy let start looking now. SAC asks as a new person to the NEC for more information on last year budget, because she can't comment on this year budget without knowing what happened last year. SAC said she had some budget information; Andy Campbell said that they sat last year and struggle to the set the budget as the £3K was so tight. As Robert has said there are some unknowns such as insurance, we might need to look at rising the area levies because some items such as insurance might have gone up. Joe Gurney said that last year budget contained one off expenses, so we must come up with a new one. NTCC ask if the NEC has the power to set a loss-making budget. HGS and the NAC said this was unconstitutional, NT&C ask if last year budget has a balance budget. NC replied it was slightly over due of the fact that some items from the old structure had to be paid for. Adrian Barnard suggested putting some figures down on a flip chart and just estimating what was needed. NAC pointed out if you read the minutes on last year meeting that set the 2006 budget, you could work any thing out as we were sorting the mess we were in previous year, this is the first year we can see were the £3K goes. NAC continued whatever figures are used are all estimates next budget will be the first proper year to set a budget.

NAO ask who set the area levies, did it need approval from an AGM. HGS replied no, NAO also raised the question at what point in the year can the levies be changed. HGS responded that levies can be decided by the NEC EAC responded it is set at £500.00 would need a constitutional amendment to change it which would be easy to do, HGS pointed the under 4.2.1 gives the power to the NEC to set the area levies. NAC responded that this is one of the blips in the constitution that needed to correct, now ever both answer are correct. NAO disagree as HGS has said it explicit states it is currently £500.00, which implies it is expected to change. NC agreed this statement. Adrian Barnard reminds the NEC that it is their job to interrupt the constitution. NC suggested that this question does not the need to answer unless you are seriously changing the levy.

NAC respond that NA would like the levy changed, as it does not meet the need of the Area lead plan and want it corrected. SAC ask are we planning to go over budget this year, NAC replied we don't know until we do the budget. NC said we could not budget last year as in 2006 area lead only started part way through the year. HGS said when we did the budget last year we took on things which must be paid for, what was essentials which could be scrapped, Andy Campbell said it was very tight. NAC accepted his motion was dropped. EAC proposed the following motion that under power 4.2.1 that the area levies be raised to £520.00 pa NAC seconded the motion. Andy Campbell said we should wait to see the budget first NAC said it was agreed at an area conference. NFO suggested waiting for the 2006 accounts, LSE argue against the motion as on current membership figure they are at a breakeven.

Increase the levies London and Southeast would go under which would mean you would all have to pay extra. SAC looking at budget would be good start before changing the area levies. NAC and EAC were happy to delay voting on the motion until after what the budget would be. SAC does not know enough about the current budget to make a decision.

It was agreed to investigate the mailbox. Adrian Barnard reminded the NEC you are only budget for the GPC, to carry out their duties.

MAC mention the NAO idea of having a base fee for area levies then a supplement fee based on number of members such as a base of £450.00 then a levy of £1 or £2 per member in that area. EAC said it would not work as only three areas are sending in membership statistics. MAC said it forces them to send them in. SAC said that could be sorted out. HGS said NAO idea is a good idea, we are a critical stage as a federation we are losing members, and we have got to turn it around. If LSE closes all the costs will go on to other areas. Some area have recruited, which we all should be doing, Adrian Barnard suggested to keep it as is, because you are adding a lot of extra administration, because you will still get cries of unfairness, in any direction. If an area Adrian went on is absorbed into another area that area is in trouble no matter what we do. Therefore absorbed into other then costs get past on to the other. NAC explained that Northern area has budget to breakeven. NAC does not believe that reducing the area levies would work. NAO explained his idea, a reduce area base fee of £450.00 per area, then each area pays £2.00 per member, amount raised is the same will stay the same, but bigger area will pay more, smaller ones pay less, still each area is given the incentive to grow your area, as more members the cost per head will decrease. Any area, which does not submit membership statistics are deemed to have a membership of x amount to encourage membership, returns. Andy Campbell said this issue came about as the NEC though we need to generate more money than the £3K Andy also commented that the NAO idea is a brilliant idea, however it is not needed on this time but should be noted for future possible use.

Adrian Barnard said to keep it simple. Alison Jones would resign as NFO if it were too more complex then present. LSE commented that London & South East have budget for 40 members to breakeven, It cost LSE About £240.00 for four NEC meetings area levy leaves little money to do other things explains why London & South East is going down. They have no money for publicity events or development or anything the other area do. Adrian Barnard suggests the £700.00 difference might be used to “grant” another area some money. NAC also said the NFO might be able to give a credit note to the struggling area, also the budget has missed contingency.

Adrian Barnard reminded NAC that the difference would contingency.

MAC said we should move from the budget. EAC asked if EXTPRO want a publicity budget. NC replied that the EXTPRO has not ask for a publicity budget, MAC told the NC that he though the EXTPRO had, NC has no ideas or plans from the EXTPRO. Andy Campbell believed that as we had some spare money in the budget, we should perhaps think of putting in £100.00 as publicity. SAC said Kristy is doing a Southern Area bulk posting which is her idea. NAC believed the postal size advert which went out last time, ask the question how much did that cost, NAC went on that what left might not cover another one. Andy Campbell said a budget of £100.00 might allow EXTPRO to run a publicity forum on a National Scale, NAC disagreed with this idea. Adrian Barnard said to remind the NEC that 5 out of 6 area's are making

money to spend on publicity, does not see the need for National to do any publicity which the area's are doing, at the moment.

6.5 Election of Accountants for the 2006 & 2007.

NC said we have used accountants (auditors) that were used at this year AGM; we need at this meeting to appoint accountants for the 2006, 2007 accounts. NC said he has spoken to Glen Anderson and Katie Hawkins to do the 2006 and 2007 accounts; Katie Hawkins is currently the treasurer for North Thames & Chiltern area, qualified accountant and winner of the best area treasurer trophy at this year AGM. NAC gave a short speech about the role of accountants to check the books of the National tier. Explained it would be much simpler for 2006, 2007. SAC asked if Glen Anderson was involved in the 2005 accounts that did not get passed, NC replied no. NC explained a short history of the 2005 accounts. Andy Campbell ask if Glen was qualified, NC & HGS replied yes Glen yes qualified NC also explained that Glen works for Wakefield City Council was an ex area treasurer of Northern area before that the old Yorkshire area. Adrian Barnard asked if the accountants would be paid, NC replied no to that question. NAO ask they ware members of different area, NC replied yes Katie as it was explained a member of NT&C and Glen is not a member at present but his wife a member of Leeds group. The following motion was put the NEC.

To Proposed Glen Anderson and Katie Hawkins as Accountants for the 2006, 2007 accounts.

Proposed by Midland Area
Seconded by East Anglia Area

NC as a side issued said that while Glen has agreed to 2006 accounts the NC has not asked him yet about the 2007, but believes he would do it however he would action this to ask Glen about the 2007 accounts.

6.6 General Financial Matters

6.6.1 Computer tape drive

NFO has a computer drive from the Newant office, could be valuable, ask Robert Jones to store the old computer server, (tape drive) used to back up the data from the offices computers, and is asking permission from the NEC to sell it. NAO asked would we need the tape drive to retrieve data from the computers, NAC explained they don't have the tapes.

The following motion was then presented

Motion: That Robert Jones has permission to investigate selling the PC back up tape drive and gain permission from the GPC to authorise the sale.

Proposed Northern Area
Seconded By Midland Area.

6.6.2 Health & Safety Forms

NAO also raised another matter about Health & Safety / Risk Assessments to give to her one month before the event is supposed to take place, Robert Jones explained that it takes two weeks for the insurers to respond. NFO gave an example of a risk

assessment form received on the 4th May of an 5th May event, which allow no time for the insurers to respond to it.

6.6.3 Criminal Records Check

NFO ask the NEC was this still necessary, as it would cost £80 - £100 for a check that would show any convictions. HGS said the CRC was raised by Midland area due to difficult with their past treasurers. HGS also said that it should the NEC picking up on the accounts, Andy Campbell gave an example of a Met Police Assistant Director of Finance who passed a check but then committed a fraud. Adrian Barnard said it would show false positive. NT&C was told it was not written in to the constitution. The following motion was proposed

Motion: That the decision for NFO's to have Criminal Records Bureau Checks be reversed

Proposed by Midland

Seconded By London & South East

Carried

6.6.4 Pay Pal Account

Adam Redshaw said when he was National Development Officer playing around with the meetnewfriends.org website set up a national pay pal account, Adam ask the NEC if they wanted to delete or keep it for use. SAC ask Adam if it has ever been used, Adam respond yes, once Adam pay National £60.00 of which £57.00 was deposited in the National bank account, with a charge of £3.00. NFO comment with pay pal if people pay using it you pay a certain fee on the amount. NFO was unsure if it was only one or two pounds on a fee of £26.00. Adrian Barnard, expressed concern about paying online, about security of joining another area / group if you are expelled from your current group. NAC said joining online is a big job someone would need to be involved full time to monitor transactions, however pay pal cost nothing suggested that Adam transfer ownership of it to the NFO. Andy Campbell agreed with the point that Adrian Barnard made, suggested a charge be made if making a payment by credit card. NC said that is something we can discuss at later date when we have a project. It was agreed to keep the account, NC said to the NEC if you have a serious idea for using pay pal then to put it in writing and he would review it. An action for Adam was to transfer pay pal account to the NFO.

See Appendix two for the Pay pal fees

07 Election / Co-option of National Officers

NC explained that they had no nominations for any of roles that they need to fill.

7.1 Election of Honorary General Secretary

Emma Dunning explained since the office has closed under area lead option, the workload of HGS is now massive, that explains why they have no one to stand. It takes up so much time of a person time; you are doing minute taking and also policy work and backing up the National Chairman. It is a massive role Emma believes it should be spilt, as it is too big it has two functions, a secretarial side and policy.

Emma point out the NEC the amount of time she spend last year with out been paid since we lost the office. John Smith ask Emma do you think is it a good to spilt the functions of HGS Emma responded yes. NAC said if we do now consider splitting the roles suggested that we list the current task of HGS and spilt them between the new

functions and create two new job descriptions. Gerry Edwards comment that when Francis Wallington was HGS it was almost a full time role for him. Gerry did express concerns about the HGS role at the last meeting in Newent. Gerry also went on that it is a huge piece of work, worth considering splitting. MAC said yes it is an important issue however MAC felt it was not this was not the environment to do it, should be taken to area conferences, to discussed the HGS role for members to discussed. Emma point out that if it was not for her volunteering to do an agenda for this meeting the NEC would have no agenda for this meeting. Emma spent doing of this, you would also still have no HGS and if you went back to areas to discuss the role of HGS you will not have one for this year. Emma said this must be done today. NAC said there are certain roles, which must be filled on the GPC, on which HGS is one of them. HGS is a very big role unless we have one GPC would not be very efficient. NAC made the point it is overridden by the need to split the role. Andy Campbell made the point there are people willing to stand if this happens, however if we do delay GPC would loose these people. SAC made the point that we need to talk to these people as half the people in the groups don't realised what the job are. In Southern area a lot of people are not involved in national, we need a specific job description, the members then can see what the role is. Robert Jones pointed out this would actual increase the expenses of an extra person attending NEC minutes. Gemma Battrum suggested sharing the role between vice chair, which Robert Jones replied he has only enough to run his area. John Smith let just do the exercise. Andy Campbell said Gemma idea would be fine if that person was not already running his area. Matt Dickinson said we don't know what roles we are going to come across, but let's see what can be farmed out to the areas. NAO agreed to list the roles of HGS and split them between HGS and the new position of NEC Secretary It was agreed to call this position NEC Administrator. Emma some of these roles are very basic but take up a lot time, & you has to do your paid job as well. A discussion followed of what roles should be split between HGS and NEC Administrator. Emma explained to Joe Gurney why HGS visited different area conferences. Mainly due was the comment from area was that "National" don't do area conferences. NAC pointed out that NECA worked for HGS Matt Dickinson ask if the HGS would remain a signatory on the bank account. John Smith replied yes. Emma said NECA would be a good way of people seeing what happened at NEC meetings and can progress to the HGS role. Adam asked James Oliver if he thought the NECA would encourage people to stand, James replied it does and the split in the roles made sense.

NAO ask if the NEC Administrator would be a member of the GPC, NAC replied it would not be a member of the GPC but a national officer. NFO said which two would be need at meeting; NAC replied both would need to be present. MAC believed it does not need to be a fixed person, suggested we might do would to rope in a local administrator to take minutes, however this idea was quickly rejected. Alison Jones said some area administrator might not have the confidence to national NEC minutes, EAC said MAC idea won't work as another role of the HGS is not just to take minutes, but also to store minutes and archive them, if we have a rotating NEC Administrator that person would have to hand over all the time, NC also mention the constant worry of having to appoint some one, that why we need a constant person. Adrian Barnard pickup on EAC comment about the archive, the NFO has the active archive, he has the rest. SAC ask if it was worth typing up these two different jobs, sending it around the national groups, people might interest in two smaller chunks. NC replied that he wished it were that simple. NT&C ask the NC if the new NEC

Administrators were all invited to the NEC meetings, NC replied yes. Andy Campbell suggested that someone proposed the motion of splitting the two roles

MAC said let write up the job description for the role and also ask how are we going to get the person elected. NAC said he would action the job description. SAC said you would have open to everyone before picking by NEC. NAO mention that we have a timescale problem, either make it first item on the next NEC meeting or agree to have an electronic vote on this matter in a month time. NAC said an electronic vote might be a good idea so that the person can start at the next meeting. NT&C said we all should have an area meeting before the next NEC before deciding on who that person should be, NAC said anyone interested should inform John Smith the National Chair and write why they want the job. SAC ask Emma if she was planning to stand if they split the HGS role today. Emma said yes, she would stand as HGS until her term finished in February 08, SAC said that Emma has done a really good job as HGS and if you had a HGS and NECA who are both new you have to train both people up, but if you stayed you could train up the NECA then that person could stand as the next HGS person, who could train up the next NECA. NAC also said that we are not changing the title of HGS the groups have the opportunity to put some forward for HGS that they haven't.

Motion

That the NEC creates the position of NEC Administrator

Proposed by Northern Area
Seconded by Southern Area

Carried

A discussion followed on how to elect the NEC administrator. NC said a vote on candidates will take place after the last area conference, NAO then ran through the dates of the conferences as advised. NAC said although his conference is last because it is in 1st week in August which is too late, he would ask suitable people before the Midland area conference on the 22nd July. NC agreed to have a final list of candidates on the evening of the 22nd July 07. NC would send an email of nominations to the NEC for them to vote on them. HGS said it gives them time to prepare. NAC ask was it both HGS and NECA. HGS said only NEC administrator. NT& C said the new has role of HGS has not been open up, NC respond said the new version of HGS not been opened up the older version was. NC said if the NEC wished to vote or do you think the job has changed to offer it too your members, NT & C said it be offered, L&SE said you general don't want two new people, otherwise you end up with a mess, suggested the NEC twist Emma arm into withdrawing her resignation. NAO ask about the term office for the NEC A role which NAO assumed would be February 08 Emma said yes, NAC said some problems exists in not wanting two new people, that person might not stand for the NECA role if they knew that the HGS had not done the role. Andy Campbell asked Emma if she would withdraw her resignation there would be no need to for an election to take place. MAC asks Emma if she did a resignation letter, which Emma replied no. NC pointed out to the NEC the question is whether you ask Emma to withdraw her resignation or open it up to the membership. NT&C

said the NEC would prefer not to hold election for HGS, so we are happy for Emma to stay on as HGS. Emma said there was specific reason why she said what she said at the AGM, since that day both John Smith and Gerry Edwards have spoke to her about her concerns, which will be address. NAO spoke about the timing scale of the election NAC pointed out that on two occasion were offer a reduce HGS role which no has. SAC she did not know what the role entails, unless you have a job description. NAC ask the NC if people wishing to stand as NEC administrator email John directly John said yes John Smith then welcomed Emma back as HGS along with the NEC and those present.

7.2 National Activities Officer

NC explained did the NEC create a post, not in the National constitution NEC is obliged to that post put into the constitution. EAC expressed the concern that the post of NAO was abolished under area lead. Said if we are restating it should done properly by amending the national constitution and national standing orders, Andy Campbell ask what was Dave Filer elected as, HGS replied as a activities officer which was in effect a coordination role. Andy Campbell also said that Dave Filer done a brilliant job, post is a valuable one, NEC realised early one couldn't do with out one. Emma Dunning said we would not have an AGM unless one existed; Emma was planning to write into updated constitution.

7.3.1 Election of National Training Officer

No one present themselves as candidates for this position John Smith therefore declare that this post will remain vacant.

7.3.2 Internet Co-ordinator

SAC comment that a lot of people are not involved in the actual running of the groups, only it appears a small core. SAC what was Mark Hewson role in Plus surely he was the Internet coordinator, James Oliver mention the role of Internet coordinator is more technical and more full time, James Oliver said Mark was the webmaster of Plus. NC back James on this point saying Mark's role was unofficial web master to Plus.

Therefore position will remain vacant until next NEC

8 National Meetings

8.1 Dates - National Meetings

NAO examined the diary after the NC gave some dates the 28th July was rejected as it clashed with EAA event and MA event, and a few private events. NAC said not first weekend in August as that was his provisional conference date, Emma Dunning pointed most people will be on holiday during August; NAO pointed out this venue closing at the end of September to reopen as a conference centre. Gemma Battrum suggested the 11th August, Joe Gurney prefer towards the end of August It was agreed after a short check of everyone diary 18th August; November 24th; February AGM booked in as 23rd February. May 17th 2008 (FA Cup Final 2008); MAC suggested the NEC meets on a Sunday both LSE and NAC rejected this travel time to meeting and need a day to recover afterwards.

8.2 Review of AGM 2007

NC asked for any comments, Emma Dunning said when would she get receive National Chairman Merit award. Adrian Barnard suggested that everyone get a trophy or a certificate except when we can't find a trophy. MAC suggested scrapping the bigger trophies and invest in smaller non-returnable trophies; NC pointed out a lot of these trophies had histories attached to them. EAC mention that King Lynn group which won Best Group still had not received their trophy, It was mentioned that only three correct trophies were hand out at the AGM, Gerry Edwards comment that it was embarrassing this year, Gerry Edwards then went on that they should still give the major trophies out. Matt Dickinson asked who has the list of the trophies John Smith pointed out that a list exists on the website. Gerry Edwards said it good idea for some one on the GPC to have ownership of who had what trophy. Andy Campbell suggested it could be a job for the NEC administrator. John Smith said all trophies would be in the right hands by the next NEC meeting. It was agreed that John Smith would action with Hillingdon to make sure that they hand over the Best Group trophy to Kings Lynn by the next NEC meeting. If not offenders would be named and shamed. Emma Dunning pointed out that in the past Area chairman would make that trophies would be return by ANC an example was given of this action. Adrian Barnard mentioned a piece for the National magazine about the trophies.

8.2.2 AGM 2007 Accounts

NAC said the finances for the AGM was run through Northern Area books and after making a claim back to national for expenses such as the taxi to make sure the National Chairman arrive at the meeting on time, the difference came only to 5p which Northern Area after a vote agreed to donate to National so the figure came to a breakeven. NFO then gave a detail breakdown of the figures highlighting the 5p found on the floor. Emma then went through some of the costs involved. Andy Campbell said some of the costs would have been incurred if it had been just the normal quarterly meeting. NFO pointed out total loss to national was £107.45

Acceptance of the Annual General Meeting Accounts 2007

Proposed by Northern Area

Seconded by Southern Area

Carried

8.3 Annual General Meeting 2008.

John Smith asks for ideas for format of next year AGM, Emma it was discussed at the February meeting members would like a 1day event with the second day optional training event. MAC said most people like the one day meeting with a second day optional just what we have to put into that bit such a training event. Dave Filer and James Oliver also mention another problem is the fact that as Midland area were only invited not mandate they did not attend NAO said we must find a venue for this event. Emma pointed out that a few comments about it use move around the areas until it stayed at Coventry; Emma said a few people would like to start to move around areas once more. NC said it brings us to the subject of AGM coordinator, Adam Redshaw said he was interest in standing, however need some ideas what the NEC want for AGM 2008 as other events he has an idea what they are. Adam was happy to stand. No one had any problems with Adam idea. Gemma Battrum said a lot of the items discussed at an earlier NEC meeting has not been sorted, it has almost been six months since the last NEC meeting. Robert Jones asks if she want a larger slot for the

Pre AGM Meeting, Gemma pointed out she did not attend the old ANC believes it should have been an AGM for the NEC with people invited along rather an ANC style meeting. Emma Dunning clarified now the AGM came about; Gemma believes that the two should be merger for both the NEC and groups. Andy Campbell said it is a chance for the Federation to meet altogether. Robert Jones suggest that Gemma point might mean a second day for NEC to have a post meeting afterwards just for NEC only. Adrian Barnard pointed no motions from areas, believes that the budget would be blown over the two days. Andy Campbell said the AGM should be outgoing chairs not incoming area chairs. Matt Dickinson believed to close part of the AGM to the group delegates. Robert Jones believed the costs of extra day would not increase, it also might allow for a better handover AGM with the outgoing chairs, NEC meeting with the incoming chairs with the old chairs as observers. Andy Campbell said we must find a way to make AGM more productive for NEC and members rather than extra meetings. Gemma Bathroom suggested running the AGM along the lines of this meeting, Matt Dickinson point out a flaw in this idea. Kath Bloe believed that members would want their say, Kath understood Gemma point that only a core of members are interest in National items. Adam Redshaw believes the NEC needs to have a look at the structure of 8.3.1 if groups are mandated then they would like to speak, if groups are invited the AGM is more like an NEC meeting groups will still come along. Adam pointed that the NEC needs to establish if groups are mandate or invited. Andy Campbell said they should be mandated to attend the AGM just as they are mandated to attend area conferences; James Oliver pointed out it was worded hazy, Emma Dunning said it was written wrongly Robert Jones said it needs to be rewritten of AGM that the groups have votes not NEC. Joe Gurney said having extra meeting might not help NEC under the old structure the NEC had only three meeting and the ANC, Andy Campbell the AGM decides policy the NEC action that, what was missing creating a action list post meeting, the NEC loose three months. Emma agreed saying a post AGM meeting would be good, John Smith ask could the NEC have a post AGM meeting. Joe Gurney pointed out that it was possible to hold extra NEC meeting. Andy Campbell mention at this meeting it would not be possible to vote on area resolutions Robert Jones said also that is would apart from the area resolutions to be exactly the same as NEC meeting at present. Joe Gurney said 7.11 are exactly from the old constitution. Gemma reported that her area disliked the two-day ANC meeting in the past, like Andy Campbell idea of having an hour after the AGM write up the action list. Kath Bloe pointed a flaw in Gemma plan. Gerry Edwards pointed out that the meeting on Sunday might drag, Gerry continue the NEC might find Sunday morning difficult to think! John Smith asks is there a need for an extra meeting between November to May, Adam said no. Gerry Edwards said in the past there use to be a post ANC meeting but this got cancelled. Matt Dickinson pointed out that it is the areas that are members of the National Federation of Plus Areas. Emma said when 7.2 was passed by the ANC, members wanted to attend the AGM and the AGM be opened to groups, that was the idea however it was not worded that way in the final constitution. Robert Jones said the National couldn't mandate groups to attend the AGM only areas can. Joe Gurney pointed out the he did not believe the original intention of 7.2, which Emma disputed. Joe Gurney believed some groups are playing with words in the constitution. John Smith this was a good point. Adam Redshaw that groups is mandate to attend the AGM. John Smith said 7.2 was put forward by the groups when the ANC was run the group themselves, John Smith also stated with have spend enough time on this subject

Motion: That the groups are invited to the 2008 Annual General Meeting.

Proposed: EAAC

Seconded: NAC

Carried

Adam then brainstormed ideas for next year AGM it was agreed to have it a central location along the M69 corridor, Gemma ask some where along the coast, Adam then ask if people wanted one day conference and one day optional event, Emma suggested in asking your area conferences that question, Adam replied lack of time in getting responds back from conferences. John Smith ask should we run a Sunday event to make it attractive for members to attend, which would be optional. Andy Campbell ask for Adam idea, Alison Jones ask if Adam was working to do something as cheap as this year event or higher scale. Adam explained higher scale. Adam then explained his idea no bands DJ, Buffet meal Saturday, Sunday morning NEC meeting 12 noon training, publicity afternoon networking, Andy Campbell like Adam idea but thinks we have done a lot of training, however we should make the training more fun. Robert Jones is concerned about the budget, said it would be start of the Wedding season. Adam replied that Midland Area look into to holding this year AGM, Adam rang up the village Hotel in Coventry was quoted a package for £55.00 per person. Including room hire for two days Saturday night accommodation, evening meal, and disco. Emma pointed out it was cheaper than the last ANC at the Britannia. Adam believed he could get a similar deal for 2008. Matt Dickinson asks if it would be run at a breakeven. Adam said yes. Joe Gurney said running a inspire event in one afternoon would not work, Kath Bloe believe that teambuilding would work. Adam suggested using the £700.00 in contingency to bankroll the event. Adrian Barnard asks Alison Jones who much was left in the training fund, Alison replied about £3,500.00. Robert Jones said Adam has suggested an idea plus could use the Charles Padgham Fund to help with the costs of this event. Robert Jones agreed to action to have a look at all the ring fenced monies in Plus and report back if any can be unfenced. Adam said the NEC need to speak to groups and areas to see what they want. John Smith ask the NEC to voted on Adam as AGM coordinator asks Joe Gurney where was East Anglia representative told Joe they had plenty of time to get some one to this meeting.

Motion: That Adam Redshaw is the National AGM 2008 Co-ordinator

Proposed By Northern Area

Seconded by Southern Area

Carried

Robert will come back to Adam about the ring-fenced money.

9 Activities

9.1 General

Dave Filer gave a verbal report, stating that overall events are happening,

9.2 National Diary

Diary has not been updated at the moment but will be shortly, Has started to give out multi dates so that events are not clashing with each and National Scale events do not

have to be moved due to clashes with Area events. Dave Filer ask for copies of area diaries so that he could do the update as soon as possible.

9.3 Brean

Adam Redshaw gave an overview of 2007 event, subjecting to auditing the 2007 made a surplus of £490.00, so far two area have agreed to fund this event in 2008. Adam is waiting on North Thames and Chiltern to see if they wish to fund next year event or wish to have the money returned. Matt Dickinson explained that he need to speak to his area conference, however see no problems about North Thames & Chiltern funding continuing for Brean. Matt Dickinson brought up some concerns about the 2007 event, namely the security on the door was seemed to be lax, would like a different venue for Brean, and wanted a more traditional RAT for next year. John Smith said only areas that had bought in to Brean could vote on the people to run next year event. Kath Bloe explain that her area – Southern – look at this motion at the SACM, and it was suggested to go back to groups if they would like to put money into next year event, and for Kath Bloe to report back to SA what the other areas are putting into Brean. Kath then said that Southern Area would put money in to Brean but need more information. Andy Campbell explained the reason for funding Brean now, Adam then explained to Kath the two issued involved financial and admin. John Smith then ask for areas who have agreed to invest into Brean 2008 to vote on the following motion that is North Thames & Chiltern, Midland and East Anglia

Brean 2008

Andy Campbell, Emma Dunning and Kirsty Van Lieshout accepted as Brean 2008 Organisers.

Carried

Kath Bloe asked for the information about the 2007 event to be sent before the next NEC meeting, because there was lack information about the financial return.

Adrian Barnard asked if some areas could invest in August, Andy Campbell replied yes to the financial stake but not the organisers.

9.4 SADY

Corinna Teale has reported to Emma that she has over 45 people going to SADY publicity has been sent out to area and groups.

10 - Publicity

10.1 Campaign

John explained that there is no publicity campaign at the moment, however reading the area reports it was good to see that nearly all the area are doing some publicity. Robert Jones suggested the NEC that everyone on the NEC emails with their publicity ideas.

10.2 Rebranding / Logo etc.

Adam Redshaw explained that Midland Area will get trolley tokens with the new logo's and website, because there are no current plus products with the new logo's ask if other area would like to purchase some.

10.3 Website

Deferred to next meeting

10.4 DVD

On going, Adam explained he has loads to give away.

10.5 General

John Smith notice as before most area are doing some. Robert Jones proposed a motion to give ¼ membership refund to London & South East for publicity / development

That London & South East Area be credit £125 for developed.

Proposed: Northern Area

Seconded: Southern Area

Against: 0

Abstentions: 1

For: 5

Carried.

10.6 Development

10.6.1 New Groups

South Hants Quest open – Southern Area.

10.6.2 Feasibility Study

Deferred to next meeting.

10.6.3 General

Joe Gurney explained that Romford Quest would open on the 27th May .

11 Training

11.1 Publicity / Marketing Training Event

Kirsty Van Lieshout expressed an idea of running such event; Adam wants a fun interactive event for the Sunday, which is not boring. He has event called Focus on who we are, what skills do we have, why we are in plus etc. Dave Filer suggests breaking some of this into streams, Robert Jones mention said it is a tradition of trying to change plus. Joe Gurney mention Post holder training, Francis Wallington was willing to act as trainers, along with others. Adrian Barnard expressed concern about the cost of such event, Adam said that he would not run post holder training, believed it should be done at an area level, Adam also commented that post holder training is boring, wants a fun event for the second day of the AGM. John Smith explained that Adam had raised a good point. Emma Dunning explained that post holder training is an area action. Matt Dickinson asked if the second day event would be at cost or a nominal charge. Adam said a nominal charge.

12 Constitutions

12.1 Constitution

Emma Dunning under current constitution 3.2.1. Mention to NEC to send to her copies of your current area constitution and standing orders ASAP. Emma would like to send out a copy of the new version of the current constitution to all groups / area chairs by November this year, so that everyone will have time to read and vote on it at the AGM. Adrian Barnard ask to cut the link between Plus and Quest groups,

however Joe Gurney believed that this link should stay. Adrian Barnard reminded the NEC that the yellow document said the link was cut. . Robert Jones suggested that miswording be put to the November NEC meeting any disagreements be put to areas. Andy Campbell mentions that any mistakes in the current constitution should be changed at the NEC meeting. Robert Jones mentions that more conversable motions should be done separately. Joe Gurney said the constitution does not match the yellow area lead document. Dave Filer mentions to Joe that groups voted for constitution and then modified the document. Adrian Barnard also again mentioned the link between Quest and Plus groups should be separate, which did get to a vote at an ANCV but it was defeated because it was very “wordy”. It was agreed that silly changes to the constitution should be dealt with at the November NEC meeting the rest will go to the AGM to vote in. Emma Dunning said that the Area chairs should be aware of the tight deadline that she is under, Emma also said that in the National constitution anything which is procedural would be moved to the National Standing Orders, will also try and make the constitution language more readable, draft code of conduct and Equalities statement in constitution, and procedures for breaches of such items into standing orders. Emma said the sections on Freedom of Information and Health and Safety are a complete minefield. Ask if the two acronyms were change back to old style i.e. GPC term reintroduce into constitution to tell it apart from NEC. Quorum for meeting will be moved to 50%. Joe Gurney pointed out area meetings are closer to travel, while Adrian Barnard said the AGM is held just once a year whilst area conferences happened four times a year. Emma said that she would show a draft format of the revised constitution in the November NEC meeting. Andy Campbell said the outgoing area chairs should be at the top table at the AGM, Dave Filer quick bullet points over what changes have been made. Emma mention that outgoing area chairs terms of office will end on Midnight of the day on the AGM, Emma is preparing a motion to get it changed by the areas, must be voted in by November or ASAP.

12.2.1 Equalities Statement & Code of Conduct

Gerry Edwards said both documents made lots of sense hope that the NEC would accept both documents. Robert Jones suggested not to kick someone out straight away but be made aware that plus can get rid of that person. Adam Redshaw proposed a motion to accept these two documents straight away. Emma Dunning said she would check the National Constitution, Robert Jones suggested raising both documents as a policy, which could be added to the standing orders of areas. Joe Gurney mentions that area not National tier would enforce discipline; Emma Dunning stated NEC could only add these documents to the national standing orders. John Smith agreed groups through an area conference must decide these documents. Dave Filer mention a contradiction between new documents and the national constitution, Adam Redshaw mention that national should have the final say in an expulsion of a member. Robert Jones said that it was agreed at previous meetings that the National Chairman be made aware of expulsion of any member from any area. Andy Campbell said we do need another level in case if people involve in conflict is on the area committee or the area chairman. Matt Dickinson mentions that once it is from one area it is from all area. Robert Jones said if your complaint is with an area chairman then the administrator should take over, Andy Campbell mentioned you would not get unbiased opinion. John Smith said Emma has written a good document with a slight snag in it. Robert Jones suggests removing point five and rewording point four so that expulsion is from your member area, not national until Emma has rewritten the constitution. Joe Gurney

said a person could person could be refuse membership if been expelled from another area.

Motion

Acceptance of the Code of Conduct and the Equalities Statement as policy with immediate effect:

Proposed: Midland Area
Seconded: London & South East
Against: 0

Carried

John Smith explained that other items under 12.2 would be deferred to the next meeting.

12.2.2 Foreign Nationals outside the UK

12.2.3 Freedom of Information / Data Protection

12.2.4 Health and Safety

12.2.5 Reproduction of Images

13 Business Plan

Gerry Edwards and Emma Dunning gave an update on the Business plan which was discussed at the AGM Gerry said to have a top Five to Ten objectives for this NEC. Opening groups in Wales or other regions of England was not one of them. Adam suggested share them equal. Andy Campbell ask who prioritized the list, Gerry replied it was between him and John Smith. Gerry said the debate at the AGM was good like to hear what member's opinions. Andy Campbell said one point was raised that was about more publicity.

14 Any other Business

Bulk Posting

Robert Jones explained it was the intention of Northern area to do a bulk posting for his area, and would like for each area to email their bulk poster for each individual area so that they get an electronic copy of the Northern area bulk posting.

Brean 2008

Andy Campbell expressed the view that we the NEC needs to know now what the areas that have agreed to put money into Brean 2008 will be investing in 2008 as per the Rules of Engagement document. Adam Redshaw said will be allowing Southern Area to buy a share(s) at the next meeting, Adrian Barnard ask how much a share Adam respond that depends on how much Southern Area put in.

Andy then ask the areas which have so far invested in Brean to formal declare the amounts for the minutes

£2000.00 equals 4 shares for East Anglia
£1000.00 equals 2 shares for Midland Area
£ 500.00 equals 1 share for North Thames & Chiltern

Southern Area can buy share(s) at the next meeting and stakeholder document, will be signed agreeing to Fund Brean.

15 Date Time and Venue of Next Meeting

Next Meeting 18th August 2007, Venue the Warwick Council staff Social club at 10.00am

16 Close Remarks

Thanked the delegates and observers for coming down, sorry it over ran a bit, Emma Dunning then explained certain house keeping chores to be done whilst you left the room.

17 Close Meeting

John Smith closed the meeting at 5.58pm

Appendix One

Budget 2007

Income

Income		3,000.00
Expenditure		
Insurance	750.00	
Domain	0.00	
Domain /Web Hosting	75.00	
Mail Box	250.00	
NEC Meetings	400.00	
Admin Expenses	500.00	
Publicity	0.00	
Bulk Posting	0.00	
Training	0.00	
AGM	110.00	
VAT	220.00	
Fexitel Number	0.00	
Total Expenditure	2305	
Contingency	695	

Appendix Two

Pay Pal fees

Fees for receiving domestic payments. (Paying In)

Monthly Sales	
£0.00 GBP-£1,500.00 GBP	3.4% + £0.20 GBP
£1,500.01 GBP-£6,000.00 GBP	2.9% + £0.20 GBP
£6,000.01 GBP-£15,000.00 GBP	2.4% + £0.20 GBP
£15,000.01 GBP-£55,000.00 GBP	1.9% + £0.20 GBP
Above £55,000.00 GBP*	1.4% + £0.20 GBP

Withdraw Funds

Free for £50.00 GBP or more, £0.25 GBP for £49.99 GBP or less to bank accounts in the UK