

## **National Federation of Plus Area**

### **National Executive Meeting**

**Saturday 15<sup>th</sup> May 2009**

Present

National Chairman - Adrian Barnard  
National Finance Officer - Mark Harrington

Area Chairman (representatives) / NEC  
Southern Area - Kath Good  
Anglia & South East Area - Joe Gurney  
North Thames & Chiltern Area - Matt Dickinson (Late)  
Northern Area - Matthew Reilly (Late)  
Midland Area - James Oliver

Technical Internet Consultant - Matthew Mole  
Plus News Editor - John Smith (late)  
Health & Safety Officer - Francis Wallington

#### **1 Open Meeting**

Arian Barnard opened the meeting at 10.22am

#### **2 Procedure review**

Election of James Oliver as Midland Area Representative  
Proposed by Anglia and South East Area  
Seconded by Southern Area  
Carried Unanimously

#### **2.1 Establishment of Voting Strength**

Voting Strength of meeting was established at three.

#### **3 Apologies for Absence.**

Sandra Brogan  
Gerry Edwards  
Erica Knight

#### **4 Minutes of last Meeting**

None Presented

#### **4.1 Review of Action list from Pre AGM**

- 1 Area Plans – Midland Area still outstanding
- 2 Risk Assessments to NFO – SADY still outstanding
- 3 Asset Register
- 4 Constitution Documents – Done
- 5 Erica Knight Email – Done
- 6 The NFO donation to Christie – on hold

Voting Strength of Meeting was now five

#### **5 Officers Reports**

Adrian Barnard indicated they will be done in the order received.

#### **Southern Area**

Francis Wallington ask Kath Good about the new Southern area development officer, will be doing training sessions, Kath responds to Francis was that he was quite keen to go forward, along with whole committee, looking forward to training in Publicity area's.

Kath mention new officer is Biggles (Iain Parkes) who has lots of experience in plus, Francis remind Kath to make sure that Biggles does his work.

### **Anglia & South East Area**

James Oliver asked about the National Tennis Tournament, Joe Gurney replied that information will be going out later this month. James Oliver also asked about Quest group, Joe said that one member has joined Lichfield, with another member relocating from Romford to Lichfield later this year. Chelmsford Plus has two members at the moment; however they will be having a publicity drive later this year.

### **Midland Area**

Matt Dickinson ask James Oliver about Leamington Spa group, James Oliver said that Leamington will closing soon at the next area conference, group has no members Mike Sutton will join Coventry.

### **North Thames & Chiltern Area**

Francis Wallington ask Matt Dickinson will NTCA be planning any training events, Matt Dickinson replied that Tracey Thorn has been outside Plus for a couple months so the answer is no. Francis Wallington said that he will ask Tracy Thorn for the FISH DVD back.

### **Northern Area**

Joe Gurney and Kath Good asked about the membership figures which Matthew Reilly presented in his report. Matthew admitted getting confused in how to calculate membership figures; Kath Good said it was total membership numbers. Adrian Barnard noticed Lincs Quest figures; Matthew Reilly said that Lincs Quest reported 48 members at the last area conference. Matthew agreed to have correct figures for the next NEC meeting.

### **National Chairman**

Adrian Barnard, said that he was enjoying his time as National Chairman, Francis Wallington ask Adrian Barnard what was the best time to contact him, Adrian stated that the best time is between 5.30pm to 6.30pm or 9. To 10.00pm weekdays Adrian also mention to use his works emails as his home email account is only looked about once a month.

### **Plus News Editor**

Adrian Barnard commented that the latest edition of Plus News was an excellent edition; this comment was agreed by the NEC. Most people commented that groups liked it. John Smith video podcast was also well received.

Proposed by Southern Area  
Seconded by Anglia & South East Area

Carried Unanimously

## **6 Finances**

### **6.1 National Finance Officer Report**

Mark Harrington National Finance Officer gave his first report,

Income £1800.00  
Expenditure £1000.00  
Surplus £800.00

Mark Harrington then went through the accounts in more detail. Mark Harrington asked the NEC whether Plus should write off the digital voice recorder, Adrian Barnard mention that it was over two year old.

### **Motion**

**To write off the Profit & Loss account cost of the digital voice recorder**

**Proposed by Southern Area**  
**Seconded by Midland Area**

Carried Unanimously

National Finance officer mention that NAGM with regard to Friday night accommodation has return the cheque of £115.00, National Finance Officer suggested using the extra income as a cost towards a First Aid course for him, as he always goes to the holidays and every Plus holiday is asking for a first aider to be present on site, NFO company is prepare to give him the time off work to do at his expenses.

**Motion**

**To spend a sum of not more than £115.00, for Mark Harrington National Finance officer to gain a First Aid certificate**

**Proposed by Southern Area**

**Seconded by Northern Area**

Carried Unanimously

Mark also wants to query the VAT liability in the accounts as Mark thought we were deregister for VAT

**Action**

**Mark Harrington to Contact Alison Jones with regarding to the outstanding VAT liability in the accounts**

**6.2 Outstanding Debts from Area's**

National Finance Officer mentioned that a couple of areas are outstanding levies to pay.

**6.3 Budget 2009**

National Finance Officer went through the 2009 National Tier budget, Mark Harrington said that he has not seem any figures from Alison Jones, Mark Harrington ask if 15p per mile for mileage for National Officers and people asked to attend events is enough. After a short debate it was agreed the following motion be worded,

**Motion**

**With immediate effect that National tier increase the mileage rates be increase from 15p to 20p per mile and reviewed account after the National AGM 2010 before increasing the mileage rate to 25p per mile.**

**Proposed by Northern Area**

**Seconded by Midland Area**

Carried Unanimously

National Finance officer gave his reasons for wording the motion, saying if he - Mark gets it wrong it will be the Area Chairs who will face the wrath of the members.

**6.4 General**

Francis Wallington mention about keeping check on the invoices going out. National Finance Officer mentions that an electronic copy goes the Area Treasurer with a copy to the Area chairman. Mark also prints out a paper copy of the invoice.

Proposed by Northern Area

Seconded by Midland Area.

Carried Unanimously

**7 Health & Safety**

John Smith asked the NEC to adopt the Health and Safety policy as presented to the February AGM. John Smith stated this was for the protection of NEC members and ordinary members of the Federation. John Smith said all organisations have a Health & Safety policy.

Matthew Reilly asked that it was his understanding that event organizers were responsible for Health & Safety procedures at events not the NEC. Francis Wallington respond that events organizers and NEC are jointly responsible for Health and Safety, Francis Wallington said NEC role to create of culture of safety at events organized by Plus.

Francis Wallington explained how an organizing team should make an event safe, and controls the risk and minimise hazards.

Joe Gurney said that he had four questions

1 Have you taken professional advice from people other than our insurers?

Francis Wallington and John Smith both said no, Francis Wallington mention that he was professional qualified to advised, in the management of risk. The insurance company have broader knowledge than Francis in the management of risk.

2 Joe Gurney second questions was why did you not ask another insurance company other than our insurers

John Smith said that there was no reason to, Joe Gurney respond that a conflict of interest might exist; Joe Gurney gave the example of shopping around for car insurance. John Smith the action point was to get a Health and Safety policy set up in Plus.

3 Joe Gurney asks what are minimum requirements.

Francis Wallington said to have a health and Safety policy, Joe Gurney said you did not spell out between minimum requirement and your own opinion.

Kath Good asked if this was the AGM document, Francis Wallington said yes.

Joe Gurney said you did not spell out our minimum contract between Plus and our insurers. Francis Wallington said this is advice we can either accept or reject it.

#### Action

John Smith and Francis Wallington to go back to ISOH to review the Health and Safety Policy for Plus.

Joe Gurney ask Francis Wallington about the increase in Memberships

Francis Wallington mentions it was speculation for Health and Safety training.

Matthew Dickinson ask for a training course for event organizers, Matthew Dickinson also asked who would be consider an event organizer would need to be on this course, Francis Wallington said yes. Matthew Dickinson then gave an example, to which Francis Wallington said is apart of the experience of Plus, however they would come a time when organizers would have to some training in doing to medium to large scale events.

Kath Good mention that the day after the AGM is free, how about doing a Health & Safety on that day also mention that area's pay for this training rather than National Tier paying, Francis said that you must plan a training day.

Adrian Barnard said this Health And Safety policy document is sensible and well written, Adrian can see no problem with it. Kath Good echo Adrian point, saying it look sensible, mention also it is important to have a well written Health & Safety policy.

Joe Gurney mentions the Health & Safety policy document to be needless bureaucracy when organizing events.

Mark Harrington - National Finance Officer said most organizations have a health & safety policy, Kath Good ask what extra are been asked to do by the insurance company, Francis Wallington said nothing extra.

Joe Gurney then ask why are we voting on this document, Mark Harrington respond we never had a Health & Safety policy before, Francis Wallington mention that we are compliance with Health & Safety legalisation.

Kath Good mention it was the missing bit in a documents adopted by Plus such as the Code of Conduct, Equalities Statement etc.

Adrian Barnard mention an example of the NGOOT walk planned which had to revisit when found themselves in a restricted area.

Joe Gurney said if Francis Wallington and John Smith were to seek independent advice perhaps vote in August meeting

Mark Harrington mention that any amendments, be made by each individual NEC meeting. Kath Good asks was it best practice Francis Wallington said yes. Adrian Barnard said that some organisations don't have any Health & Safety policy.

John Smith said two items was to adopt and action Francis and John to seek independent advice, Joe Gurney said that we should put it off to the August meeting.

Move to the Voted  
Proposed by Southern Area  
Seconded by Northern Area

Carried Unanimously

**Motion**  
**To accept the Health & Safety Policy in Plus**

Proposed by Southern Area  
Seconded by Northern Area

Against – One  
Abstentions – None  
For – Four

Carried by Majority

**8 In Camera Session**

A Session was held in camera with no minutes taken.

**9 Elections / Co-Option of National Officers**

Dave Filer acted as Midland Area Representative for 9.1

**9.1 Honorary General Secretary**

Nominee – James Oliver  
Proposed by Midland Area  
Seconded by Northern Area

Elected

**9.2 NEC Administrator**

None

**9.3 Activities Officer**

None

**9.4 Training Officer**

None

Francis Wallington was offer the post and rejected it plainly.

### **9.5 Publicity Officer**

None

Matthew Dickinson mention that all publicity is local

## **10 National Meetings**

### **10.1 Dates for National Meetings**

15<sup>th</sup> August

28<sup>th</sup> November

February 2010 (AGM)

### **10.2 Annual General Meeting 2009**

#### **10.2.1 Overview**

Adrian Barnard said it very impressed with the meeting, Mark Harrington said the location was excellent, Kath Good mention it was very positive meeting, which Adrian Barnard agreed.

### **10.3 Annual General Meeting 2010**

#### **10.3.1 Invitation of Groups to National Annual General Meeting 2010**

Adrian Barnard confirmed that he was happy for groups to come the AGM

#### **Motion**

#### **To invite Plus groups to participate in the National Annual General Meeting 2010**

Proposed by Southern Area

Seconded by Northern Area

Carried Unanimously

Plus groups are now invited to attend and participate in the National Annual General Meeting 2010.

#### **10.3.2 Project Team / Tenders for AGM 2010**

Adrian Barnard announced two tenders

Midland Area – County Hotel, Walsall

Anglia and South East Area – Comfort Inn, Great Yarmouth

Midland Area County Hotel, Walsall

James Oliver gave Midland Area proposal, Individual cost is £75.00 per member. This includes hotel accommodation, central location.

Anglia & South East Area – Comfort Inn, Great Yarmouth

Joe Gurney went through the A&SEA proposal, Great Yarmouth is a seaside resort, easy to reach, and conference costs will be at same as this year event. Steve Browning has agreed to act as booking officer; accommodation will be at cost to the member.

Kath Good and Mark Harrington gave some valid points against Great Yarmouth, mainly due to distance and cost.

Kath Good said Great Yarmouth would be great as a holiday weekend.

It was agreed to do a paper vote

#### **Results**

Walsall – three votes

Great Yarmouth – two votes

Adrian Barnard declared that Midland Area Proposal had won Adrian also said that he would like to see a holiday in Great Yarmouth perhaps in the Spring.

### **11 Training**

Adrian Barnard mentions it would be advantageous to have activities training on the day after the AGM.

Matthew Dickinson asks Francis Wallington for a proposal for Activities training with Health & Safety, Francis Wallington said he was not required to send a proposal today.

Francis Wallington gave some ideas what might be covered and explained them in detail

Project Management  
Safety of Events  
Contractors  
Rules / Practice  
Team Skills

Francis Wallington said he has the materials already will have the proposal by next meeting.

### **12 Business Plan**

Adrian Barnard was trying to locate the business plan failed, John Smith said he and Gerry Edwards were updating it, John Smith said most of the aims have been achieved.

Adrian Barnard said his aims is to

Focus on Activities  
More / Better Activities

Increase in Members  
Getting people in and making sure they stay.

It was agreed to review it at the August meeting.

### **13 Publicity**

#### **13.1 Campaign – Become a member in September**

Joe Gurney said Anglia & South East is giving £5.00 off membership through 2009. Kath Good said that Southern Area is doing a variation on this scheme. Matthew Reilly for Northern Area has implemented it apart from the Quest group. James Oliver said that Midland Area is not participating in the scheme. Matthew Dickinson for North Thames and Chiltern said that groups are doing there own idea, Adrian Barnard mention that do remember it ends at the end of 2009

#### **13.2 Website**

13.2.1 John Smith said that he would like the discussions at Brean to be ratified at this meeting

#### **Motion**

#### **To appoint a new website team of the following people**

Internet Co-ordinator John Smith  
Technical Co-ordinator – Matthew Mole

Technical Consultants  
Dave Filer  
Robert Jones  
Mark Hewson

Content Consultants  
Phil Bettis  
Christine Ticehurst

Proposed by Midland Area  
Seconded by Southern Area  
Carried Unanimously

Joe Gurney asked about the “white screen of death” Matthew Mole said the plusgroups.org.uk should now redirect to Mark Hewson old site. Joe Gurney also asked if a non member of Plus can now access the website, John Smith response was no only by illegal methods. Matthew Mole said he was updating the software running the website when the problems started to occur; it has been on / off ever since.

A question was raised about abandoning and starting from scratch again. John Smith said no so much effort went into creating that website it would be a shame. Matthew Mole mentions some of the technical issues involved with the website, also we will need to change procedures about updating the website.

John Smith said that Moderation will change to trust our members when posting items to the website.

### **13.3 General**

#### **13.3.1 Press Campaign**

Northern Area has a £100.00 prize for the press competition;  
Southern Area is doing a certificate because an incentive scheme is running at the same time.

North Thames and Chiltern – It is doing the same a Northern Area.

Midland Area is not participating but publicity is on-going for all groups.

Anglia & South East – Joe Gurney said he was waiting for the points for each category

John Smith explained the point's method

10pts – What On's 3 – 4 inches usually free

15pts – Paid Advert

25pts – Single Column no photo

35pts – Single Column with photo

40pts – Major feature (over 3 or 4 columns) no photo

50pts – Major feature (over 3 or 4 columns) with photo

### **14 Development**

Northern Area - None

Southern Area – South Bucks Quest

North Thames and Chiltern – Chiswick Plus is turning itself into a Quest group

Midland Area - None

Anglia & South East – None

### **15 Activities**

#### **15.1 Diary**

Adrian Barnard mention that MAD weekend in September is not going ahead.

#### **15.2 Brean 2009**

Adrian Barnard phoned Adam Redshaw to get the accounts for this year event; Adam said Brean 09 lost money; National has a £1500.00 stake in Brean. Joe Gurney said that Brean 2008 accounts not yet been finalized

Southern Area 1 stake £500

North Thames & Chiltern 1 stake £500

Midland Area 2 Stakes £1000

Anglia & South East Area 4 Stakes £2000

Joe Gurney said no stakeholder has a value on accounts. Matthew Reilly mention Northern Area focus on NEAT, Matthew said he was unsure whether Northern Area has the money to invest in Brean.

Joe Gurney said Anglia & South East will not invest money without audit accounts

### **15.3 SADY**

James Oliver gave details of this year event which Corinna Teale and Francis Wallington have organized

### **15.4 General**

Adrian Barnard gave details of NGOOT which is been held in Oxford this year, based on Oxford Monopoly board. Plus will staying in Site of specials scientific interest, with facilities

Mark Harrington gave details of National Holiday Abroad with 28 people going.

Adrian Barnard said National Skiing holiday 2010 will be in Austria likely to be in the region £500. Anglia & South East mention the National Rounders at the Kings Lynn Mini break weekend. Matthew Reilly said NEAT is going ahead this year. Joe Gurney mentions an instance of a non member attending National events. Kath Good mentions the Southern Area Beach BBQ on the 20<sup>th</sup> June.

## **16 Any Other Business**

### **Bradford Motions**

Joe Gurney mention that Bradford motions where not voted upon, as they were not obligatory motions, Southern Area motions rejected motions due to no one was sure about what they wanted to do. North Thames and Chiltern Area accepted some and rejected others. Midland Area did the same, while they were not voted in Northern as Bradford failed to turn up to the conference. Matthew Reilly said the motions will be put to next Northern Area conference.

### **Leeds Motions**

Matthew Reilly mention motions about group delegates, Joe Gurney asked are obligatory motions, Matthew Reilly said these are. John Smith the changes are amends the rules to include the National Annual General Meeting.

### **17 Close meeting at 5.00pm**

### **18 Date time and Venue of Next Meeting**

**15<sup>th</sup> August 2009 Tine will start at 10.00am Venue to Quadrant Business Centre.**