

National Federation of Plus Areas
NEC Meeting
Red Lion Pub
Knowle
Solihull
West Midlands
B93 9LL

Saturday 16th August 2014

PRESENT

NEC Committee

CHAIRMAN	MICHAEL CLARKSON
NATIONAL DEPUTY CHAIRMAN	MATTHEW DICKINSON
HONORARY GENERAL SECRETARY	ERICA KNIGHT
NATIONAL FINANCE OFFICER	JAMES OLIVER
VICE PRESIDENT	FRANCIS WALLINGTON
NATIONAL INTERNET CO-ORDINATOR	JOHN SMITH
NEC ADMINISTRATOR	JOAN CLIFFORD

Area Chairpersons

NORTH THAMES AND CHILTERN	MATTHEW DICKINSON
MIDLAND	LISA HEATON
SOUTHERN	NICKY ROLFE

Observers

NORTH THAMES AND CHILTERN	ANDREA RUTTER	HILLINGDON
MIDLAND	CORINNA TEALE	SUTTON COLDFIELD
SOUTHERN	STEVE ROLFE	SOUTH BUCKS
QUEST		

Time Start of Meeting 10.30 am

1. National Chair Opening of Meeting

Mike thanked everybody for attending the meeting

2. Short review of procedure and how the meeting will be run

Mike mentioned unfortunately the minutes are incomplete. Also lunch will be held at 12 'o' clock, if everybody put on the list what they would like, menus are on the table.

3. Apologies for Absence, acknowledge of proxies

Gerry Edwards – Vice President – Holiday in Portugal
Peter Newton – Sick
Adrian Barnard

- 3.1 Acknowledgement of Proxies – 0
- 3.2 Voting Strength of Meeting – 3

4. Minutes of last meeting

Minutes of May's meeting amended.

4.1 Points of Accuracy – 0

4.2 Acceptance of May's NEC Meeting

Propose

1 st	Matthew Dickinson	NTAC
2 nd	Nicky Rolfe	Southern

Voting

For 3

Against 0

Abstain 0

Carried

4.3 Action List – May 2014

1. Areas and Groups to send to National Finance Officer all copies of completed Risk Assessments – Ongoing.
2. Areas to put National Chairman or a National Officer on the signatory of Area Bank Accounts – Ongoing.
3. Areas to come back to National Tier with plans for 2016 PLUS 75th Jubilee – Getting closer – Ongoing
4. Honorary General Secretary to maintain National Trophies Register – Ongoing.
5. Honorary Finance Officer to maintain a list of people banned from PLUS areas to provide details – Ongoing.
6. Website team to put Google analytics on Mark Hewson's website – Ongoing.
7. Website team to search for a good blogger and Twitter poster for the new National Website – Ongoing
8. Internet Co-ordinator to establish test login for new website when it is live – done.
9. National Chairman to send reminders of next meeting within a month of next meeting and a week before. – Ongoing.
10. National Finance Office to remind Area Chairs they are responsible for Risk Assessment – Ongoing.
11. John Smith to send out information on how to set up new groups (put on both websites) Ongoing.
12. Area Chairs to make sure Area/Group website are up to date – Ongoing.
13. Matthew Dickinson to compile a list of orphaned Area/Group website – Ongoing – Let Erica know of any orphaned groups.
14. National Finance Officer to write to Areas for £150/Area Donation for 2014 – done.

Midland Group – paying.

Others – No

5. Officers Reports

- **National Chairman**

Mike only said a brief few words with regards to his report. He thanked Joan Clifford for doing the minutes and also Erica Knight for restanding as Honorary General Secretary. James Oliver (NFO), mentioned if Erica (H.G.S) to forward email to everyone.

Mike also mentioned as for the Action List, James to ask BBC for copy of the interview and if we can put it on our website. Lisa mentioned that different Social Groups are advertising on Meet Up which is free. Mike mentioned that nothing is free, they have to pay.

- **Deputy National Chairman** – No report.
- **Honorary General Secretary** – No report, but mentioned that could Areas send what activities they are doing to Erica for the National Diary.
- **National Finance Officers Report** – see Finances
- **National Training Officer** – No report
- **National Publicity Officer** – No report
- **National Activities Co-ordinator** – No report
- **NEC Administrator** – No report
- **Internet Co-ordinator** – see Plus Websites
- **Plus News Editor** – No report but Adam Redshaw had sent email to Mike to say he was going to stand but then changed his mind.

Anglia and South East Area

Barking & Dagenham	12		
Havering & Romford	8		
Kings Lynn	24		
Redbridge	18		
West Kent	10		
West Suffolk	2		

Total number of members: 74

Cash & Bank	8022.67
Total Area Worth	8022.67

Number of AEC Positions – 5

Activities

Fun bowling night, day out in London and Seaside Trip, all took place. Forthcoming events Fun Pool Night, Moby Golf (Crazy Golf Complex) and RGT (Roy Gordon Trophy) Bowling. Subsiding events

Group

Trip to BBC in London and Pirates Day took place. Forthcoming events, Epping Ongar Railway Trip and WASH.

Training

Being offered to groups

Barking and Dagenham and West Kent Groups have a Facebook Page which is linked to Plus Website.

Southern Area

Abingdon	3
Andover and Newbury	7
Oxford	5
Reading	0
South Bucks	4

Total number of members: 19

Total Area Worth	£1,527.34
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Number of AEC positions – 4

Activities

Area

In June was our annual Centre Parcs weekend. We all met in the Pancake House, and there was plenty to do including a Barbecue and Badminton, and some of us used the Spa Facilities to chill out. Everyone who attended some day visitors had a really good time.

Training

We are still in the middle of planning a Training Session, into using online communicating tools such as using Google Plus, Skype or other forms of media. We feel this is a positive way to move forward into the future of Plus at a very low cost.

Publicity and Communications

Andover and Newbury have a new member and we are looking into organising some more events around the Winchester/Andover and Newbury Area.

We also have our annual Aunt Sally competition on 30th August at The Black Horse, Gozzards Ford, Abingdon, this is usually a popular event.

Recruitment and Development

We have had a new member to our Andover and Newbury Group who took up our offer of new membership at a reduced cost. This is the second person, and the reduced, first time membership is proving very successful.

South Bucks are now doing activities in their own homes instead of meeting in a pub. They prefer to do this as they do not have to leave the premises at a certain time.

Also have a new Oxford Member but as of Reading Group, this has not closed as of present.

Midland Area

Have 75 members which are Quest members.

Midland Area has agreed to advertise on "What's On" magazine which they have been given a funding of £2,000.

Coleshill Quest – are having one more meeting, and if not successful then they will be advised to close. Group has not officially closed as of yet.

North Thames and Chiltern

95 members.

Held a coffee evening which 25 members attended.

Matt informed they are 301 members in the whole of the federation.

Broke for lunch at 12.05 pm and came back at 13.00 pm.

6 Finances

6.1 National Finance Officers Report

Francis asked about Joseph 'O' Sullivan. James informed Committee that he has sent an invoice to Joe to pay the amount owing in 5 days, James has also emailed the invoice to him and sent via Recorded Delivery to the address which James believes is his girlfriend's address (now his wife).

James to investigate what level of Insurance that Plus should have.

6.2 Outstanding Debts from Areas

Anglia and South East Area – still owe £150.00?

Midland Area are paying £780.50 every quarter which was agreed. Joan asked "why was this" Corinna answered that when she was National Chairman, cause of the closure of Northern Area the levy fees rose up??.

6.3 Outstanding Debts (National Holiday Abroad)

See National Finance Officers Report

6.4 Budget 2014

James to go away and prepare a budget for 2014.

£4, 61.49 under Budget??

£370.76 over??

Lisa asked, did we ever get compensation from the Management from the Red Lion Pub for overbooking on 17th May. Erica said “no” but we did get free Tea and Coffee. £150.00 was charged from Greswolde Arms for using their facilities.

Matt asked “what was National Chairman Gifts used for and James replied “for NEC members as a reward for their hard work.

Lisa asked about Brean Entertainment Loan, James replied” Brean has not cost any money; Matt mentioned, the committee used less money than last year.

7. Publicity

Well done to Barking and Dagenham Plus for mentioning a press release in their local paper.

Corinna also mentioned that Bristol Council had put a link which advertises Bristol Plus. Matt had a look at this website and it is basically for young carers which is called 18 Plus. Francis suggested that we write to that group and inform them of PLUS's existence.

- 7.2. Group Development – Coleshill – as mentioned in Midland Officers Report.
- 7.3. Plus Website – John mentioned that he has devised a new website which is PLUSGROUPS.INFO which will be going live soon.

Groups can set up an online shop but if National wanted to then go to PLUSGROUPS.INFO????

8. National Motions – none

9. National AGM 2015

9.1 Tenders for 2015 Event

a. Southern

Nicky went through the Tenders for the Southern Area.

Holiday Inn, Reading South, Reading.

Holiday Inn Reading South, Reading is part of the Holiday Inn chain, and has a dedicated Academy conference centre which can accommodate up to 100 delegates. The Academy also benefits from a spacious break-out area and all day refreshments. This Hotel is 3 miles from Reading Station, with easy access by bus or taxi and has plenty of On-site Parking. This hotel also has Callaghan’s Pub a Contemporary pub offering the perfect venue to enjoy a beer, relax with friends or watch live sports on the big screen.

Date	Start Time	End Time	Function	Room	Set up	Delegates	Room Rental
27/2/15	18.30	21.00	Meeting	Discovery	Boardroom	15	£150.00
28/2/15	09.00	17.00	Meeting	Pioneer Suite	Classroom	40	Inc in Package
28/2/15	09.00	17.00	Unlimited Tea & Coffee	Academy Breakout Area	Coffee Break	40	Inc in Package
28/2/15	12.00	13.00	Lunch	Restaurant	Buffet	40	Inc in Package
28/2/15	19.00	23.59	Dinner Dance	Pioneer Suite	Banquet	40	
28/2/15	19.30	20.30	Dinner	Pioneer Suite	Buffet	40	

Meeting Room Details

The Pioneer Room can comfortably hold up to 40 delegates in a classroom layout, is fully air-conditioned and natural daylight.

Guestroom. The Holiday Inn Reading South is also currently holding the following block of rooms for your use.

Run of House	0
Family non-Smoking	0
Double Bed non-Smoking	15
Accessible non-Smoking	0
Executive non-Smoking	0
Twin non Smoking	0
Single non-Smoking	0
Double bed with sofa non smoking	0

Red Lion Hotel, Basingstoke, Hampshire, RG21 7LX

A popular Basingstoke hotel with 62 well equipped comfortable en suite bedrooms with Freeview TV, duvets, tea and coffee. The relaxed stree side restaurant, café-bar and grill is a great place to meet or unwind. The Hotel is perfect choice for conferences with air conditioned function rooms, overnight accommodation, breakfast, lunch and dinner available. This ideal location has FREE on-site parking with reserved spaces and a few minutes walk from the Basingstoke train station it makes it so convenient for all delegates.

Red Lion in Basingstoke Hampshire is the only central conference venue with free reserved on site parking and a choice of rooms with flexibility to provide welcome and break areas. Catering for 2 – 100 delegates make the Red Lion Hotel, the convenient venue in Hampshire for conference, seminars, training, meeting and team building.

Conference & Dinner **£40 per person includes:**

**Conference Lunch
Gala Dinner**

Saturday Night Stay **£85 per person includes:**

**Conference Lunch
Gala Dinner
Overnight accommodation
Breakfast (Sunday Morning)**

Friday & Saturday Night **£115 per person includes: all of the above plus
Overnight accommodation on the Friday and Breakfast on Saturday morning.**

You would be permitted to bring in your own DJ we would just need to see their public liability insurance prior to the disco taking place.

b. Midland Area

Then it was Corinna's turn to introduce for the Midland Area.

She introduced the Oak Hotel, Hockley Heath in Solihull.

Holds up to 200 people.

Can accommodate a more complicated 3 course meal for £25.00 per head as opposed to hot buffet but the lunchtime food should be compromised down to a bacon or sausage bap with chips at £5.00 per head.

Late bar available till 1.00 am at no extra cost.

Venue is further south than in previous years and it is change which always goes down well.

Fully refurbished in the last 2/3 years.

Sunday lunchtime carvery available for those wishing to stay over and make a weekend of it.

Link to hotel website is www.theoakhotel.com for reference purpose.

Costing as follows

1 Night Delegate Package £65.00 based on two people sharing standard double/twin room

Dinner/Dance £20.00 per person.

Dance Only £5.00 per person.

Friday Night Accommodation £30.00 per person based on two people sharing standard double/twin.

Day Delegate Rate £15.00

Venue has been provisional booked pending outcome of August NEC Meeting.

Copy of Budget – Midland Area

BUDGET vs ACTUAL – AGM 2015 (Day)				
Income	Budget £	Actual £	Budget £	Actual £
Day Delegate Rate @ 40 x £15.00	£600.00			
Expenditure	Budget £	Actual £	Budget £	Actual £
Tea/Coffee/Biscuits (£2.00 x 2 x 40)			£160.00	
PA Hire (To Be Confirmed)			£100.00	
Buffet Lunch (£8.50 x 40)			£340.00	
Total for the Event	£600.00		£600.00	

Total Profit/Loss for event

£

BUDGET vs ACTUAL – AGM 2015 (Evening)				
Income	Budget £	Actual £	Budget £	Actual £
Accommodation (£30.00 x 50)	£1,500.00			
Dinner & Dance £20.00 x 50)	£1,000.00			
Dance Ticket Sales (£5.00 x 10)	£ 50.00			
Expenditure	Budget £	Actual £	Budget £	Actual £
Accommodation £50 x 25)			£1,250.00	
D.J			£ 200.00	
Evening Entertainment			£ 400.00	
Dinner (Buffet Style 2-Course)			£ 750.00	
Total for the Event	£2,550.00		£2,600.00	

Total Profit/Loss for event

-£ 50.00

NOTES:

Voting

Southern Area – 1
Midland Area - 2

Propose

1st Matt Dickinson – NTAC
2nd Lisa Heaton – Midland

Unanimous

10. Officer Sum Up.

Did not discuss

11. National Activities

11.1 Dates for National Meetings/National Diary

Brief NEC Meeting – 22/11/14
16/5/2015
15/8/2015

11.1.1 WASH – 7/11 November 2014-08-22
11.1.2 Dates for Future N.E.C Meetings – T.B.A

11.2 Anglesey Walking Weekend 2014 Review.

Francis mentioned it was a wonderful and successful weekend and going to try and arrange it again for next year.

11.3 Other National Activities.

James to look at venues for Spring Bank Holiday as Brean was not successful this year.

11. Any Other Business

Mike mentioned that he showed Plus's Membership Card to a colleague and was not impressed by the layout and the colour. Suggestion to get Mark Hewson to have a look and redesign the card.

On last meeting Lisa suggested about selling Key Fobs with Plus Design on them. She had 100 of them to sell at £1.00 per fob and was suggesting that other areas would like to buy them to sell as well.

John mentioned about the Pow Wow on 22nd November. He was a bit concerned about timing as would members want to have a break for lunch or to carry on.

Also Midland General Knowledge Quiz, there is a £100.00 prize.

12. Date, time and Venue of Next Meeting – 22nd November 14, Time, t.b.a, Venue, Greswolde Arms Hotel.

14. Close Meeting – Time 16.28