

NEC Committee Meeting

Coventry, 4 June 2016

Minutes

Present: Erica Knight (NC), Joan Clifford (HGS), Nick Grant (NFO), Matthew Dickinson (Dep. NC / NTAC Chair), Martin Posner (ASEA Chair), Nicky Rolfe (SA Chair), Adrian Barnard (NAO), Francis Wallington (VP), Ian Crawshaw (NEC Administrator), John Smith (MA Representative) (in part), Jeff Rea (Observer) (in part)

Minutes: Ian Crawshaw

Agenda:

Meeting opened at 10:19am.

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| 1 | Open Meeting | Chair |
| | Erica opened the meeting and asked for phones to be turned off. | |
| 2 | A short review of procedures and the meeting will be run | Chair /HGS |
| 3 | Apologies for Absence, acknowledge of proxies | HGS |
| | Adam Redshaw, James Oliver, Gerry Edwards | |
| 3.1 | Establish of Voting Strength of Meeting | HGS |
| | Jeff Rea (Observer) arrived. | |
| 4 | Minutes of November meeting | All |
| 4.1 | Points of Accuracy | |
| | None noted. | |
| 4.2 | Acceptance of August 2015 NEC meeting Minutes | Areas |
| | The minutes were accepted unanimously. | |
| 4.3 | Review of Action list | All |
| | The action list was reviewed and some items added. | |
| | The revised action list, with old items removed and the rest renumbered, is in a separate document. | |
| | Erica said that adding the date the actions were added would be useful and Ian agreed to carry this forward. | |

Actions Prior to May 2015 NEC Meeting

1. Areas & Groups to send to National Finance Officer all copies of completed risk assessments **Ongoing.**

NG provided his contact details: 4 St. Patricks Close, Maidenhead SL6 3BD. Tel 0781 444 2484. Email nick.grant@hotmail.co.uk FW said the new insurance company does not require us to send them RAs but we need them internally. AB – we should have RAs for standard activities so they can be put on the website. NR – is the standard form on the website? FW – Yes, it's "our" RA form not "theirs" (ie insurer's). As a guide, if the Scouts / Guides do the event it is likely covered, otherwise it is not. NR – if we do a bungee jump do we need a form even if it's covered? FW – Yes. NR – What about Centrepares, potentially lots of events, so need lots of RAs? FW – the activity holders need to be accredited, you'd need to ask Centrepares if they have Public Liability Insurance. AB – if you are paying someone, then they are liable.

2. Areas to put National Chairman or a National Officer on the signatory of Area Bank Accounts **Ongoing**. FW suggested using Gerry Edwards as a signatory for NTAC as unlikely to change often
3. Areas / HGS to come back to National Tier with plans for 2016 PLUS 75th Jubilee **Done**
4. Honorary General Secretary to maintain National Trophies Register (with help from NFO as necessary) **Ongoing**. FW said James Oliver still has to get the Treasurer's Trophy from Corinna Teale.
5. National Finance Officer to maintain a list of people banned from PLUS, areas to provide details **Ongoing**
6. Website team to search for a good blogger and twitter poster for the new National Website. **Ongoing** – JR said it was not a top priority
7. Internet Co-ordinator to establish test login for new website when it is live. **Dropped**
8. NC to send reminders of next meeting within a month of the next meeting and a week before **Ongoing**
9. Area Chairs to make sure area/group websites are up to date **Ongoing**
10. MD to compile a list of orphaned area/group websites **Ongoing**. MD said this has improved as old sites are dropping off
11. Areas to forward NAO their area diary to compile National diary (to abarnard@jet.uk) **Ongoing**. All noted the email address does not have a dot co as incorrectly stated previously.
12. Ian Crawshaw to ask BBC for permission to use Sara Cox interview on our website **Ongoing**
13. NR/SR to inform National/Areas when online communicating tool training is well in advance so other areas can be involved **Ongoing**. Still being trialled in SA.
14. NFO / Adam to see about making sure the Public Liability Insurance figure is at £5m (rather than £2m) **Done**
15. NFO to investigate other venues for NEC meetings **Ongoing** although unlikely to find a better venue than where we are now, unless free and near public transport

Added May 2015

16. HGS to amend constitution to reflect 2014 – 2016 NAGM changes and decisions made **Ongoing**.
17. HGS / NTAC to be in charge of researching collaborative software with a view to amending constitutions **Ongoing** *[After meeting, MD said once he had the word docs from EK he would use a collaborative tool so he could edit them with input from JC and IC. The latest constitutions are dated 2013. The National Constitution has been shared between Matt, Erica, Ian, Joan]*

18. MAC / NFO to sort out Barkingside finance – when they closed they wanted their funds to go to the WASH Committee **Ongoing**. NG will look into this.

19. Internet Co-ordinator to look at websites on advertising **Drop for now**.

20. Internet Co-Ordinator to investigate remote NEC meetings **Drop – duplicate**

21. ALL - Consider alternatives for when to start the accounting year (for setting budgets) bearing in mind the NAGM can mandate the NEC re: finance **Done: April – March**.

NG wanted to change it from the calendar year. JR argued that then the actuals won't be recent or up to date for the NAGM. NG argued that the change will favour transparency as delegates to the NAGM will be able to see the budget beforehand. Action added for Nick to discuss options with Katie Hawkins.

22. Area Chairmen – Each Area to produce a list of Area HLMs (numbers not names) to aid calculation of Area Levy. Needed by NAGM **Done + Ongoing**

Added Nov 2015

23. NFO to send HGS a list of National Trophies **Remove – duplicate of earlier action**

24. Steve to email everyone regarding setting up new group sub-committee. **Covered under mandate for 2 day event – dropped here**.

25. All – to submit tenders to Erica for ideas for National events (for March / April) with idea of costs by 31st December 2015, a guideline of £150 pp. **Remove but discuss today**.

26. Area Chairs to follow up group / area activities regarding Risk Assessments. There are guidelines on MH website. **Removed as duplicate**

27. James to inquire to the Insurance Company regarding whether volunteer organisers are covered. **Taken by Nick**.

28. Internet Coordinator to think of a new name for the twitter handle. **Dropped**

29. All involved with SADY Bank Account: Remove Corinna Teale from the SADY Bank Account and get the bank statement re-directed to James **Done (Corinna / address)**. James Oliver still has the signatory form to complete.

Actions added via NAGM Feb 2016

30. Nicky Rolfe to email the (verbally given) Southern Area report to the NEC **Done**

31. Joan / all – enact the constitutional / other changes to support the acceptance of Lincs Quest motion 12.1 (membership terminates when age of member means they are no longer insurable, if already a member at age 66) **Will be done as per constitution amendments**
32. All – to note that Project Officers no longer have a vote, as per the carried Hillingdon motion H6 **Noted**
33. All – enact the motion as carried, “The Federation invests in running a 2 day event where a guide is created to aide with the running of the Federation” **Added to today’s agenda**
34. NFO – to observe, when budgeting, that motion H4 was carried, namely, “That the compulsory element of the area levy be set at 25% of the total income from membership fees for each area in the preceding year.” **Noted**

4.4	Matters arising thereon Discussed elsewhere.	All
5	Minutes of pre-AGM meeting	All
5.1	Points of Accuracy None noted	
5.2	Acceptance of August 2015 NEC meeting Minutes The minutes were accepted unanimously.	Areas
5.3	Matters arising thereon None.	All
6	Officers reports (No verbal report will be taken)	All

Chair – “It’s been quiet”! No questions for Erica.

HGS – Joan has done lots of activities with Lichfield and is now their Chairman with FW Administrator. Not done much HGS stuff. No questions for Joan.

NFO – Nick did not report anything at this stage. FW asked for his contact details, they are minuted by Action 1. Nick took an **Action** to chase up James Oliver for a report and handover. [*After the meeting, Nick and James met and did a handover*] AB went over some of the figures from the NAGM with Nick.

NEC Admin – A written report from Ian. FW asked Ian if he could do the action list ASAP. Ian said the minutes would be delivered quickly this time as he did not have to decipher hours of dictafone recordings.

SAA written report. MD asked if there was any advance on Caversham Group and was it still feasible. NR replied not really but it’s ongoing.

NTAC written report.

ASEA written report. FW observed the net worth was ridiculously high and could ASEA consider releasing it to the members. MP replied there is a £100 publicity grant available per group per year, and the area only takes £5 per membership, the rest being retained by group.

IC asked about the MA report. Erica said this will come from John when he arrives. Lincs Quest were doing well and had a day in Newark, also visited Eyam (a village hit by the Great Plague).

Bang on cue, John Smith (MA Representative) arrived at 11:46.

MA John gave a verbal report. We have a full committee, Adam Redshaw Chair, Kathy Morris Admin, James Oliver Treasurer, JS Publicity, Dot Sallis activities. There are about 8 groups.

The reports were carried unanimously.

7 Publicity (excl website)

Chair / All

MD – Have we appeared in Dear Deidre (The Sun) recently. NR said they had emailed us wanting to confirm the number. NR is the contact at the end of the number and it was acknowledged best to have a woman as this contact. MD – have we ever had National publicity that's worked? FW – more important to consider it as marketing. We had What's On in 2 areas, did not generate footfall. Google Adwords generated enquiries but not footfall. AB said local group advertising was cheap/free and generally best.

Meetup groups were considered to have been successful for MA but not so much for NTAC. AB said they can attract 'freeloaders' then existing members want things for free too! JS – that can't be true, then you're not doing it right. JR – Meetup people are driven by events not groups. MD – Would Francis want to try Adwords again? FW – if funding allows, would want to update his webpage. The cost was £1.5K a year for negligible return. NR – Why use it if it didn't work? FW – Because there are lessons that have been learned. JR – can I have the data? **Action** FW to email JR all his data relating to Adwords. JS – we decided not to do it again due to high cost and low return. Needed to do something, tried to get groups to be more active. At Area meetings we decided the approach of a more active area programme, synchronised events, area and groups working together.

Co-Option of Jeff Rea to the NEC

JR said he wants to continue Steve's work and go towards a national website. He said Steve is willing to do a handover. We need a site to provide information for existing members, we have that in Mark Hewson's site. We also need a shop window for people to find us and such that it sells Plus. The top priority is the marketing site and the info on it would need to be suitably generic.

JR asked if we actually *want* new members? We lack the marketing to attract them in. NR – I don't think we do, but I think we should. NG – everyone wants new members, but how do we go about getting them in. AB said it's a valid question, from his experience we don't want new members but we need them. Recommend the shop window site directs towards the large groups: Lincs Quest, Didcot, Stevenage. JR wants to plan an enquiry form that is dealt with somehow. JS – as an organisation we do want new members, as evidenced by us being mandated to put together the new members' guide. JR – we will have some content but what should it say?

There was a short discussion on how to sell ourselves that led to a round the table question, why do people join Plus? "Meet people and do things". "Get out and about". "Spend time with old friends". "Do stuff with friends". "Develop a personal philosophy". "I feel safe here".

NR – Young people now use the Internet all the time – that is what has changed over the years. JR + NG made similar points re: putting on web content about it being reassuring for parents that their kids are safe. Also that we are insured. JR – The old Richard Morton website got a huge number of hits and enquiries. Got to have procedures in mind eg starting a new group. Could sell it as "YOU can run a group!"; the website might imply there is opportunity as work for all the committee to do, to work out who we are.

Jeff Rea's co-option proposed by Matt and seconded by Nicky.

Co-Opted Unanimously.

JS said we were mandated by the NAGM to put on this 2 day event. He brainstormed with Francis. Initially thought about it coinciding with the August NEC meeting but decided against, too short a time to prepare, people will be distracted if it is coinciding with the NEC meeting. It should be its own event.

AB – Thoughts on venue? JS – hotel has been mooted, maybe an outdoor centre type place. EK – Who should front it? JS – Adam Redshaw, possibly Erica. EK – What's the focus? JS – how to run a group, form a committee etc. Could tie in with website content for Jeff. JR – WASH would be the ideal time to push the publicity for this as that's the one time loads of Plussers are in the same place. AB – It could be done at cost and charged to areas. MD – we could use National Reserves. NG felt a youth hostel would have a negative connotation.

JS proposed a **Motion** that National provide a £2.5K spending budget for the event, not including accommodation costs. (This would cover food, materials, hire of room etc). Matt seconded.

Motion Carried (unanimous)

Potential dates were discussed with March – May 2017 seemingly sensible and University accommodation was also discussed as possible venue.

A **sub team** was formed consisting of John, Francis, Erica and Jeff to take this forward, and Adam a candidate for ideas.

Action This team to come up with venues and proposals for the next NEC meeting.

9 Spring Holiday

MD - An NTAC member asked MD to suggest the National Spring Bank Holiday money be re-distributed to the groups if we don't actually do the Spring Holiday. How much did Brean cost? AB – sometimes a modest profit, sometimes a big loss, depending on who ran it. JS – The problem is we don't have volunteers. NG – what sort of holiday? Bands, coach trips, quizzes, or very minimal such as Adrian and Tina's Brean trip. NR – Could do a holiday in the South but would need backing.

AB said the deposits for his Cornwall caravan holiday were £60 early on, then £170 odd later and similar final balance – per caravan. He gets a 55% discount as a repeat customer who books on site a year early! Therefore able to charge members £82.50. Perran Sands is a fantastic place, beach, entertainment put on. He can do this as a National event for 2017. Suggested May – July but more likely to be around July so Adrian can book 1 year early on site to get the discount.

MD proposed a **motion** we back Adrian's Cornwall holiday as a National holiday for 2017.

Seconded by MP.

Motion carried unanimously.

10 Non members at WASH

Chair / All

Midland Area are unhappy about non members being allowed into WASH, and this has put some members off attending. AB believed that more attendees were lost due to this than non members who attended. NR suggested making an exception this year as it's the 75th Anniversary year, but not in general. **Action** Erica to approach Paul Catterwell regarding this. If non members attend WASH they need to join the Federation on the door.

Paul Catterwell also sent EK a message that WASH attendance had decreased by 10 or 11 since going to Manor Park.

11 NAGM

Chair / All

Adrian said there had been very positive feedback about this hotel, can we come here again. Organisation was hectic but turned out OK in the end. This hotel should be enough for accommodating everyone if we can get it exclusively. FW – we promoted 2016 as a reunion, cannot do that in 2017.

All present were in favour of having an NAGM next year. The date will be 24-26 Feb 2017. Adrian booked out the hotel, minutes later they had to turn down a caller wanting the same dates ☺

12 Activities Diary

Chair / All

Send events to Adrian, he will pass them to Mark Hewson.

Area Pool 3rd Sept 2016 venue to be determined (in Abingdon), expects about 8 people

13 Any Other Business

Chair

FW distributed some free books he had from World Book Night.

14 Date, time and Venue of Next Meeting

HGS

Future NEC Meetings

13th August

Sat 19th Nov (provisional)

15 Close Meeting

Chair

Erica closed the meeting at 15.02