

NEC Committee Meeting

Coventry, 19 November 2016

Minutes

Present: Erica Knight (NC), Joan Clifford (HGS) (in part), Nick Grant (NFO), Matthew Dickinson (Dep. NC / NTAC Chair), Martin Posner (ASEA Chair), Adam Redshaw (MA Chair), Nicky Rolfe (SA Chair) (in part), Adrian Barnard (NAO), Francis Wallington (VP), Jeff Rea (Internet Co-ordinator), Ian Crawshaw (NEC Admin), John Smith (Observer), Steve Rolfe (Observer) (in part), Dotti Sallis (Observer)

Minutes: Ian Crawshaw (NEC Administrator)

Agenda:

Meeting opened at 10:15am.

1 Open Meeting Chair
Erica opened the meeting

2 Apologies for Absence, acknowledge of proxies HGS
Gerry Edwards. Also noted that Joan, Steve and Nicky were on their way.

2.1 Establish of Voting Strength of Meeting HGS
Established at 3.

3 Minutes of August meeting All
3.1 Points of Accuracy
None noted.

3.2 Acceptance
Accepted nem con.

3.3 Review of Action List
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.

Actions Prior to May 2015 NEC Meeting

1. Areas & Groups to send to National Finance Officer all copies of completed risk assessments. NG has had a Risk Assessment from FW. **Ongoing**
2. Areas to put National Chairman or a National Officer on the signatory of Area Bank Accounts. MD said we ought to have Gerry Edwards on ours. **Added, ongoing**
3. Honorary General Secretary to maintain National Trophies Register (with help from NFO as necessary) **Ongoing**
4. National Finance Officer to maintain a list of people banned from PLUS, areas to provide details **Ongoing**
5. Website team to search for a good blogger and twitter poster for the new National Website. JR said this was not a priority. The priority is to get the basic website up and running first. **Dropped.**

6. NC to send reminders of next meeting within a month of the next meeting and a week before **Ongoing**
7. Area Chairs to make sure area/group websites are up to date **Ongoing**
8. Areas to forward NAO their area diary to compile National diary (to abarnard@jet.uk) **Ongoing**
9. NR/SR to inform National/Areas when online communicating tool training is well in advance so other areas can be involved **Ongoing**
10. NFO to investigate other venues for NEC meetings **Done**. This is to be driven by Areas if needed, going forward.

Added May 2015

11. HGS to amend constitution to reflect 2014 and 2015 NAGM changes and decisions made **See 12, Ongoing**
12. NTAC to be in charge of researching collaborative software with a view to amending constitutions **MD has uploaded a collaborative version to Google Docs. Done.**
13. MAC / NFO to sort out Barkingside finance – when they closed they wanted their funds to go to the WASH Committee. AR contacted Barkingside contacts on Facebook but no response. **Ongoing**. MP said it's a Midland Area responsibility now. Nobody seems to know where they banked. A **new action is added** for All groups to let their Area know their banking details.
14. Area Chairmen – Each Area to produce a list of Area HLMs (numbers not names) to aid calculation of Area Levy. Needed by NAGM. **Complete**.

Actions added Jun 2016

15. NG to ask Katie Hawkins whether to report a 15 month year or a 3 month interim. **Done**. Nick said the budget can be set for any 12 month period you want.

Actions added August 2016

16. Jeff to obtain the Sara Cox interview clip with Ian Crawshaw [I think John Smith has it – Ian] and place it on the website, and give credit to the BBC. John to send this to Jeff, added as an **Action**. Ian said he'd like a copy too!
17. Adrian and Nick and whoever else as appropriate to become signatories on the account used for the Cornwall holiday. **Ongoing**. Nick meeting James Oliver later today.
18. Nick to sort out being signatory on the bank accounts he needs to be a signatory on **Ongoing**. Nick meeting James Oliver later today.

19. Nick to establish the level of First Aid qualification our insurer needs for a Walking weekend.
Done - Nick said you don't need a qualified First Aider, a competent person (who has the nous to direct an ambulance for instance) will do. Francis has some info re: qualification for an outdoor activity (a course costing £120) that Nick / Adrian / Adam would like. **Added as a new action**

3.4 Matters Arising Thereon
No other matters arising.

4 Officers reports (No verbal report will be taken) All

Chair – Went to WASH and the SA meeting.

HGS – No report.

NTAC written report. No questions for Matt.

ASEA written report. FW thanked Martin for his comments re: West Kent and keeping communications open. Two area events are coming up that are free to ASEA members.

MA written report. MD asked if Coventry still exists and was told yes, it has 4 members.

Adrian asked the Area Chairs if they received his email re: the National Directory. New **Action** added for the Area Chairs to disseminate the National Directory to the groups.

Joan Clifford (HGS), Steve (Observer) and Nicky Rolfe (SA Chair) arrived.

SA Written report. NR attended the MA meeting and will attend 2 others in January to see which Area to join with. MD asked if SA have got the non member Oxford attendees to join, NR said not made a lot of headway there.

New Action for Jeff to set up an NEC email distribution list.

NEC Admin – No report.

Voting Strength re-established at 4.

The reports were accepted unanimously.

5 Finances

5.1 National Finance Officer's Report NFO
Nick submitted a written report. There is £15,165.55 in the bank, our assets are £246.48 (SADY Loan) and £4,626 (Spring B/H account) giving net worth of £20,038.03. In the last period he has received MA's levy and some small interest.

MP asked NG to send the invoice for his outstanding area levies, NG said he would. MD asked will we have P&L and balance sheet for the NAGM. NG – yes, these will be audited then there will be an interim. NG has trouble getting full access to the accounts, needs help from James Oliver. [After the meeting, NG and JO met].

5.2 Outstanding debts from Areas NFO
These are in hand.

5.3 General (including Risk Assessments) NFO

Insurance. NG has a new annual quote of £288.28 from Markel International Insurance Limited. It seems to cover everything we have covered presently, but could rise due to Insurance Tax. MD asked if this was an introductory offer, NG did not know. **Action** for Nick to send this quote out to the NEC.

NG said there are very few activities that need to be insured, mostly you are under the jurisdiction of the venue. FW disagreed, you need Public Liability Insurance. NG – maybe, it's up to whatever people decide. He has spoken to the walking weekend organisers. Re: Kings' Lynn weekend, they only require that "somebody" (ie a competent person) is on site at all times. AB added that if you go to a council club and societies day they won't admit you unless you have public liability, the cover is up to £10m.

The Finance report was carried unanimously.

6 Discussion about Training – Midland Area

AR/DS

The discussion was led by Adam Redshaw and Dotti Sallis. Midland Area have money set aside for a training event and have chatted with Francis as to the content. Survey Monkey or similar could be used to set up a survey to see what society wants (that Plus can appeal to), and the idea is to align MA and groups to these results. MA have a budget of up to £1500 for this purpose. FW has ideas, AR wants to put it in action.

AB suggested asking large groups such as Lincs Quest to present the secret of their success, although Lincs Quest did not seem overly keen. MD & AR commented that the primary audience would be appealed to via social media, Twitter etc.

MP – did we not agree to have the Pow-Wow at the last NAGM? JS – the NAGM Sunday is not enough for this sort of event. We have made a mistake in not thus far doing the 2 day event the NAGM mandated us to do. AB agrees with JS – see it as an addition, rather than an 'instead of'. NG – the Sunday was about building a framework. AR – I would like to find out what ordinary people want to do. Then align programmes, marketing, ourselves to what Joe Public wants. IC – this must not be at the expense of what existing members like. AB – incomers are impressed by what we do and how cheaply, problem is people just don't know about us. AR (and others) – would be nice to get together and do something but timescales are tight as NAGM is approaching, although noted this is a MA initiative. FW discussed encouraging people in remote locations to set up groups by media, video etc...

There was a lengthy discussion about timescales.

AR wants to be able to present something to the coming NAGM. JS – between now and NAGM, do some research into what we need, present it at NAGM, then go forwards with plans for the 2 day event we were mandated to do. AR – does this bring us on to the Sunday of the NAGM? MD – will depend on what the findings are prior to that. JS says the 2 day event is about writing a guide and combining it with a recruitment campaign.

"What is a group"? Various input, basically some groups are very single focused (badminton, board games etc) – others all encompassing.

7 Publicity (excl website)

Chair / All

NR publicised CentreParcs for Southern Area. MP publicised CentreParcs holiday for 8-11 Sep 2017. AB said our national website was our publicity. DS said areas and groups are all doing their own thing, everything should have the same branding. AR said we could play "Guess the Brand" on the NAGM Sunday to indicate how far a good brand can take us. MP asked do we still have the Flex-Tel number? FW – it has to be paid for. We could get one that spells "EIGHTEEN PLUS".

We have not been mentioned by Dear Deidre lately.

8 In Camera Session

Southern Area

An in camera session was held.

9 National Meeting

Chair / All

9.1 Dates for National Meeting(s)

NAGM weekend 24-26 Feb 2017.
Nothing else minuted.

10 Other Matters Chair / All
10.1 General Chair / All
This item concerned the NAGM.

AB went over prices for the NAGM. See Appendix 1. He expects the hotel to be filled exactly.

Speaker

AR suggested a public speaker for the Sunday to present some ideas. FW said we could budget £300 (National level) for expenses which would include the speaker's accommodation and food. AR asked what do people want? FW – in olden days we used to have a President, and have a keynote speaker eg Young Farmers. Several encouraging remarks were made about the use of an external speaker.

AR proposed a **Motion** for National to set aside a budget of £500 for such use of an external speaker. Nobody seconded this.

MD proposed a **Motion** for National to set aside a budget of £300 for such use of an external speaker. This was seconded by NR and passed (unanimously).

“Cohesion Marketing Branding”

Motions at the NAGM

Several ideas were discussed.

1. Adrian – “No taxation without representation”
2. Jeff – interested in proportional representation
3. Adrian – moving Life Membership to Area level (to protect revenue)
4. Francis in favour of increasing membership fee, to raise money for levies and to support initiatives. Ian – it will need to be sold very cleverly for it to work. Matt – the extra money will be visible to areas and some areas are already sitting on loads. Jeff – This will lose more members than it gains.
5. Lower the membership fee?
6. “Set” the membership fee! With options of £10 / £20 / £30 all discussed.

Area chairs were reminded to inform themselves of the details of all the group's accounts.

Regarding 9.1.3 of the Model Area Constitution there was a vote to not enact the automatic £1 membership fee increase this term. **This was carried by majority.**

10.2 Groups Development Chair / All
This item was not discussed.

11 Activities Chair / All
Adrian has not received any submissions from Areas.

11.1 Diary Chair / All
Alison Jones wants to re-awaken NEAT. She is also interested in doing an Oktoberfest type event. FW said she must include insurance in her budget. The NEC agreed to support these ideas in principle.

Ben Allen has investigated a weekend break in Bournemouth. It is only £35 pp for the whole weekend, but the site is being renovated and facilities are 15 mins or so away. EK asked does it have disabled access, AB is looking into it.

A potential activity diary with something for every month was drawn up.

January	Area Conferences
February	NAGM 24-26
March	Bournemouth 24-27
April	2 day event for GUIDE
May	NEC Meeting
June	Beer Garden
July	1 st weekend Cornwall. Kings' Lynn weekend
August	Walking weekend 11-14. NEC meeting.
September	CentreParcs 8-11
October	Oktoberfest
November	WASH / NEC Meeting
December	NEAT / Xmas City Break

Francis' Walking Weekend

Dubdale House, Ilam, Derbyshire

FW produced a spreadsheet budget based on £140 pp and assumes we need 15 people to not make a loss.

There's a realistic upper limit of 20.

The NEC will support this event.

JR said groups can affiliate to the YHA and get 15% + £3 off.

12 Any Other Business

Chair

FW mentioned there is a Wessex Area reunion on 17-18 Feb. Please speak to him if interested. This is an ex Plus Area and Francis is in the relevant Facebook group.

AR asked for a budget of up to £1000 to produce booklets selling the benefits of Plus. They would be glossy and good publicity and quantities of these would be given to groups. AR hopes to get a good quality PC after Xmas. AB prints things like this off and said if you cannot, then refer to the website. AR mentioned idea of a freely downloadable "Plus App". DS said not everyone has a computer or smart phone. AR said he could do it by the end of January, get it proof read etc then after NAGM give boxes to members. **This was voted and carried.**

Web Summary

Jeff said we have info for existing members but doesn't give a great deal to new members. Intention is to have a marketing type of front page. We can use the content we have allowed Adam to create, with a goal to demo something at NAGM. Jeff said this would be about incremental improvement rather than a big bang. AR mooted the idea of an Apprenticeship on wage of £3/h but FW and SR said such an apprentice would not be allowed, as an employee, to be a member of Plus.

13 Date, time and Venue of Next Meeting
Fri 24th Feb "Pre NAGM Meeting", at this venue

HGS

14 Close Meeting
Erica closed the meeting at 15.44

Chair

Appendix 1 – NAGM Prices
 Discussed at item 10.1

19/11/16

NEC	27.50 / 35.
FRIDAY NIGHT ROOM	32.50 / 35.
SATURDAY NIGHT ROOM	15.00
SATURDAY BUFFET	25.00
SATURDAY EVENING MEAL	
(SUNDAY ROOMS?)	
ROOM HIRE SATURDAY	
BOARD ROOM FRIDAY NIGHT	
'COMPLIMENTARY' WINE	200.00
SUNDAY BOARD ROOM AVAILABILITY	
VEGETARIAN, CELIAC, LIMITED MOBILITY.	
CAKE!	25.00
17 TWIN, 10 DOUBLE, 2 SINGLE.	
LUGG.	
$(27 \times 32.5 \times 2) + (2 \times 35) =$	$\begin{array}{r} 32.5 \\ 54 \\ \hline 120 \\ 162.5 / 174.5 + \text{FRI.} \end{array}$
SPRING HOLIDAY. 10 x £133 =	£1330 4 PER: 1/3