

Hampshire Federation of WIs

A meeting of the Board of Trustees was held on Monday 10 April 2017 at 10:00am  
WI House, Eastleigh SO50 9XB

# MINUTES

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**Attendees:** Maureen Levenson in the Chair, Tracy Baker, Helen Carter, Brenda Fletcher, Julia Hender, Gina Ireland, Sue Phillips, Gail Pussard, Ann Ryan, Denise Smythe Wright, Janice Whittle

**Observers:** Annette Bradshaw, Ros Cooper, Tricia Couch, Shirley WI, Sue Crump, Sotonettes WI, Alison Woolford

**Company Secretary:** Karen Panella

**Apologies:** Lynne Andrews, Angela Brice, Penny Dunford, June Hunt

Maureen Levenson welcomed the Observers and all Trustees to the meeting and gave apologies for those who were unable to attend.

**THE MINUTES FROM THE MARCH MEETING were agreed and signed.**

**ACTION POINTS carried forward:**

- Proxy Voting: Karen spoke with Jana at NF and Jana made clear that it is down to each WI to decide if this is implemented. The NF Membership sub-committee has raised issues and these will be discussed at NF Board.
- Tea tent: Caryl Gregory has said we could hire a Scout tent or marquee. Julia will follow up. **Action: JH**
- Separate bank account for online payments: in hand (GP)

**1. DECISIONS TO BE MADE**

- **Trustees attending Membership on 9 May day meeting:** ML/JH/GI
- **PPS/PPL licence to play music:** it was agreed not to apply for a licence for WI House. Please note that the venue is responsible for a licence so it is not necessary to purchase a licence to cover all WIs.
- **Generic emails and MCS updates:** Karen will send instructions again to those who have not yet signed in to the new email and instructions for tablets and phones. **Action: KP**
- **WI Bylaws:** Maureen reminded everyone that if a WI passes a By-Law it should be ratified by the Federation Board of Trustees. It has come to light that this has not

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been happening. WI Advisers asked to find out if any By Laws have been passed and check the Annual returns to notify Board. **Action: WI Advisers**

- **PR for 2018:** Maureen suggested employing someone to deal with all publicity for the Centenary. Ros Cooper suggested a member from her WI might be interested as she used to work in communications. Julia suggested asking WIs what their plans are and keeping a spreadsheet. She also wondered if a member of staff should be considered and given extra hours. It was agreed the person required needs to be very proactive and contact WIs and all forms of media for coverage. Maureen asked everyone to think about it and report to the next meeting. **Action: ALL**
- **Publicity Material:** Annette Bradshaw, WI Adviser and a small committee have designed a bookmark and postcard for promotion purposes. It was agreed to have them printed using the centenary logo in 2018.
- **Managing Volunteers training for WI Advisers:** It has come to light following the 1.1's carried out by Helen Carter, Chair of WI Advisers that the most common problem WI Advisers encounter is clash of or strong personalities. They do not receive training on this so it was agreed to ask NF if this could be considered. In the meantime, Karen offered to look out for training from 1 Community. **Action: KP**

## 2. DECISIONS BY EMAIL: none.

## 3. FINANCE

- a) Management Accounts circulated. Gail stated that HCFWI is on target to make a small surplus this year.
- b) HCFWI Investments: Gail looking into this.
- c) Sub-committee budgets: Yearbook Speaker Selection days and Flower event amendment approved.
- d) HCFWI Accountants: quote from CBM Accountants £2400 plus vat. Fiander Tovell charged £3240. It was agreed to allow Gail to decide whom to engage as HCFWI Examiner. **Action: GP**

### 300 Club April:

Susan Knight of Alton WI  
Susan Kuruber of Stroud Afternoon WI

## 4. TRAINING: none

## 5. REPORTS

### Chairman's report circulated

**Denman: no changes.** Helen mentioned that Joan Sherrin has raised over £3000 for the Denman appeal from her fabric shop.

**Show report circulated:** Gina said that the tabards worked well and hopes others may follow suit. The New Forest Show have shown interest in adding the logo to their blouses.

Maureen reminded everyone that the New Forest Show is now the New Forest & Hampshire County Show and she has asked a committee member to write an article

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Date.....

in the magazine. It is too late for this year but hopes this will be actioned next year to include all Hampshire WIs.

**6. INVITATIONS:** none

**7. COMMUNICATIONS**

Communications Skills Day for the Leadership team – Tuesday 23 May:

- Lynne Andrews
- Tracy Baker
- Angela Brice
- Penny Dunford
- Gina Ireland
- Maureen Levenson
- Sue Phillips
- Ann Ryan
- Janice Sargent
- Denise Smythe Wright
- Denise Sutton
- Janice Whittle
- Alison Woolford

Office 365 x 1000 emails sent to all sub-committee members.  
Generic emails for WIs will be available once the completed Officer form is returned.  
e.g.

- [Altonsec@hampshirewi.org.uk](mailto:Altonsec@hampshirewi.org.uk)
- [Altonpres@hampshirewi.org.uk](mailto:Altonpres@hampshirewi.org.uk)
- [Altontreas@hampshirewi.org.uk](mailto:Altontreas@hampshirewi.org.uk)

There will be an address book, which WIs will be able to view.  
Office 365 viewed options will be rolled out mid to end of May.  
Please sign up to this new email and contact Karen if you need further instruction.

It was agreed not to organize emails for Shows or any other Officer roles this year.  
Janice asked if the Speakers could go on Office 365, Karen will look into this.

**8. REVIEWS**

- a) Board member visits: shadow Advisers in set up, running and support of new WIs. Julia and Sue Phillips offered to attend the setting up of a possible new WI at Barton on Sea on 12 July at the Football Club.
- b) Online Payments: card machine used at the Spring Council meeting. Many lessons learned to apply next time.
- c) Group meetings: the Trustees felt that the Groups welcomed them. Denise mentioned problems with the Romsey Group, which the WI Adviser will deal with. Maureen personally thanked Denise Sutton for overseeing the election and smooth running of the Austen Group election.
- d) SCM, Wednesday 22 March 2017 – successful day with good Speakers. It was suggested to allow the Speakers to control the laptop at the lectern. This will be organized for the Autumn meeting. Yearbook would prefer not to share with Leisure Activities, as they are so busy. Many thank you's received but negative comments about the UFOs which some members felt looked like a jumble sale.

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- e) The WI Fair – 29 March to 1 April, Alexandra Palace, London. Enjoyed by those who attended.
- f) Delegate Coffee Morning Tuesday 4 April: good turnout and a successful day.

## 9. FUTURE EVENTS

- A. Focus meeting with 5 WIs to share their experiences, new/middle and ageing WI to receive feedback on their problems and experiences and how the Federation can help.
- B. Sub-committee thank you and information coffee morning 10 May 2017, WI House. This will be an opportunity to talk about the future and re-structure.
- C. Combined LA/CA/TP coffee morning Tuesday 20 June, in hand. Helen asked to have a table for Denman.
- D. NF Annual Meeting Wednesday 7 June 2017, Echo Arena in Liverpool in hand. Tracy offered to organize a quiz for both coaches.
- E. Hillier's booked for Saturday 4 August 2018, Beatles emailed 26/10/16 and booked £1000
- F. CarFest 25/26/27 August: Julia and Helen will meet to discuss. HCFWI has been given a 1-hour slot a day and Julia has requested a promotional table.
- G. 2017 ANC will take place at the East Midlands Conference Centre in Nottingham 3 – 5 November 2017
- H. The Autumn meeting will be on **Tuesday 31 October 2017** (please note change of date) – Val Bugden-Cawsey morning Speaker and Alvin as 'Elvis' will entertain in the afternoon. Janice asked if we could have a Speaker next year.
- I. 2018 will kick off with the BBC Gardeners Question Time at Sparsholt on 16 January. Maureen would like to finish the year with a reception at the Great Hall in Winchester hosted by HCC as a thank you to the Hampshire WI and all the support WI members give to the community. 2 Delegates from every WI could attend.
- J. The Armed Man booked at the Anvil for Saturday 17 March 2018, in hand.
- K. The Spring Council meeting will be on Wednesday 21 March 2018 - Suggestion that Trustees to do a song if I were not in the WI, I would be.....
- L. Archive display will be in the Discovery Centre, Winchester. Anything you would like to display would be most welcome. Please see Marilyn Roberts or Sue Atrill.
- M. 2018 NFWI Annual Meeting will take place at the Motorpoint Arena in Cardiff on Wednesday 6 June 2018. Day visit agreed.
- N. Hampshire Denman Visit Monday 17 September to Thursday 20 September 2018

## 10. WI HOUSE

- Microphone for upstairs
- Coat stand/hooks upstairs once lift installed.
- Lift Update received 6/1/16 – Dolphin are providing the working drawings and then planning will be submitted hopefully by 20/1/17
- Re-furbishment plan – agreed at Strategy to wait until lift installed (c/fwd)
- Centenary Mugs selling well and 400 more ordered. Staffordshire/Essex/Devon & Denman Federation details given to the designers. Essex have made an order. Sue will look at ordering coasters or T Towels in the same design.
- Chubb carried out fire extinguisher service – certificate of conformity given 21/3/17
- Joined 1 Community £15.00 membership fee paid

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**11. WI HOUSE STAFF:** no concerns.

**12. CORRESPONDENCE**

- Lonely Bouquet Campaign and Huxley Cup Competition 2017
- The Great Get Together – 17 and 18 June celebrations/street party
- Clarification of Charity Commission registration rules

**13. ANY OTHER BUSINESS**

- Ros has raised over £1800 for her bike ride to Denman.
- PA & I is looking at holding an event on Saturday 17 October – update from the English Collective of Prostitutes
- 18 tickets taken up to see ‘the Girls’ in London on 28 September. Please pay direct to Maureen £29.50
- Superb Speaker at Oxford Federation – good for a Group meeting. Maureen has asked her if we could borrow Quilt for Peace for the Armed Man. Helen would like her details. **Action: KP**
- Suggestion Speaker: May Martin/Julian Clegg or Nick Girdler for Autumn 2018
- Helen mentioned that one of her WIs is looking to do regular funeral teas. Julia offered to write an article in the magazine giving guidance on hygiene etc. **Action: JH**
- WI Twinning: Janice offered to match WIs and will take to the Centenary meeting on 8 May.

**Date of next meetings**

**Communication skills for the Leadership team Tuesday 23 May 2017**

**BoT, 13 June 2017**

**Tricia Couch will observe**

Signed.....

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