

Hampshire Federation of WIs

A meeting of the Board of Trustees was held at WI House on Monday 12 June 2017 at 10:00am in WI House, Eastleigh.

# MINUTES

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Attendees: Maureen Levenson in the Chair, Lynne Andrews, Tracy Baker, Angela Brice, Helen Carter, Penny Dunford, Brenda Fletcher, Julia Hender, June Hunt, Gina Ireland, Sue Phillips, Gail Pussard, Ann Ryan, Denise Smythe Wright, Janice Whittle  
WI Adviser Observers: Sharon Freeman, Sharon Hurrell  
Company Secretary: Karen Panella  
Apologies: June Hunt  
Observer: Jane Pickering, Rowlands Castle WI

Before the meeting began, Gina Ireland thanked everyone for the support they have given to her over the last couple of months.

Maureen thanked Lynne Andrews for all her hard work for the Federation and National on behalf of all the Trustees. She mentioned that Pat Wallace, retired WI Adviser, has had serious heart problems and is now recovering at home.

The minutes were signed as a correct record.

ACTION POINTS carried forward from the April Meeting:  
Managing Volunteers – Karen has asked 1Community for bespoke training at WI House.  
WI Fest Tea Tent – Julia is meeting Caryl Gregory to view the tent.  
Hygiene article – Julia will have the article ready for the September magazine, cut off date 10 July.

## 1. DECISIONS TO BE MADE

• Trustees attending Membership on 19 June (eve) meeting: Gina Ireland, Gail Pussard and Maureen will let Karen know if she is available.

• **WI Bylaws:** Maureen read aloud the difference between a by-law and decision. She has reminded WI Advisers to bring any bylaws to the Board for ratification.

• **PR for 2018:** the Trustees agreed to ask Rhona Musker and Jacqueline Oliver from Rowlands Castle WI to consider helping with PR for the Centenary. If they accept, she will invite them to the next Centenary meeting. **Action: Maureen Levenson**

Signed.....

Date.....

· Invite from 1Community to run a stall or craft table once a month at the Eastleigh museum. It was agreed to ask local WIs if they would like to take up this opportunity. **Action: WI Advisers**

· **WI Adviser Group Allocations: Agreed.**

· St James WI has changed name to Mayflower WI Southampton and changed venue: noted.

· **Kay Dell/Eileen Bursary: recommendation** to give one bursary of £250 to Groups only and not award £250 to sub-committees for 2018. **Agreed.**

· Organise a framed board of past HCFWI Chairman: **Agreed.** **Action: Karen Panella**

· Use of Centenary logo for 2017/18, 2018 /19 programmes, and all centenary application forms. **Agreed.**

· Order 12 tabards for shows: Gina will share the 16 WI Aprons HCFWI has already purchased for Shows. **Agreed.**

· **Recommendations** from MCS Reps circulated. It was agreed to lobby National to make any suggested amendments to the existing form. Karen asked to clarify why an extra form is required with Ros.

**Action: Karen Panella**

**Policy Decisions paper:** reviewed and updated. Karen will circulate.

**Action: Karen Panella**

**2. DECISIONS BY EMAIL**

None.

**3. FINANCE**

a) Management Accounts circulated and Gail pointed out that the accounts are very healthy.

**Budget:** Gail is projecting a surplus of £3000. The Trustees agreed the budget, which will go into the posting.

**Action: Karen Panella**

b) Treasurer’s Techniques updated.

c) Sub-committee budgets: WI Advisers – Officer training/ Leisure Activities – Quiz walk, Creative Arts – Christmas Wreath and The Armed Man – PA & I, all approved.

d) Ros Cooper has written to NF re changes to WI Accounts Spreadsheet but has not received a reply.

e) Denman College Agnes Salter Travel Fund allocation for 2017 – Hampshire offered £108.

**Agreed to waive.**

**Action: Karen Panella**

**300 Club May:**

Two prizes of £25 each

4 Denise Rock for Southsea Morning WI

181 Sylvia Vine of Herriard & Lasham with Bentworth WI

**300 Club June:**

18 Ros Merriman For Hordle WI

125 Sharon Freeman of Horndean WI

Signed.....

Date.....

**4. TRAINING**

· Communication Skills Day 23 May 2017 enjoyed by all who attended. Maureen felt that everyone benefited from the training.

· Managing volunteers training requested with 1Community 25/5/17 (4 ½ hours) for £175 at WI House.

**Agreed.** Karen will organise a date and let everyone know. **Action: Karen Panella**

**5. REPORTS**

Chairman’s report circulated

Denman: Denman financial position update from NF circulated. Helen mentioned that Ros Cooper has raised £3400 so far for the Saving Denman Appeal so far.

Helen asked the Federation to organise an event for the appeal and asked Karen to remind WIs who have raised money from the £10 a member appeal to send the money into WI House. **Action: Karen Panella**

**6. INVITATIONS**

Maureen has received an invitation from Lord & Lady Montague at Beaulieu. 2 tickets, 5.30 to 7:30pm on Monday 19 June. This could be a good opportunity to ask if they would host a Federation thank you to members in the Centenary year. Denise Smythe Wright and Brenda Fletcher offered to attend.

**7. COMMUNICATIONS**

Office 365 installed in the Office and the process has begun to roll out the emails to all WIs.

Karen explained how busy the Office staff are implementing this and some overtime may have to be given.

NF has agreed to update MCS fields to trail putting Speakers online.

**8. REVIEWS**

a) Board member visits: Gail - Hamble Valley Group, Helen, Tracy and Maureen visited other Fed Annual Meetings and Gina went on the Monet trip.

Bucks Federation will send details of a hardship fund they have set up to Gail.

b) Sub-committee thank you and information coffee morning 10 May, WI House went well and the new sub-committee structure idea received positive feedback.

c) NF Annual Meeting: Maureen felt it was one of the better NF meetings she has attended and said the discussion on Resolutions was very good.

Brenda asked if we could write to local business, Tracy will look into this.

Helen asked Karen to write a letter of thanks to the hotel for all their help. **Action: Karen Panella**

**9. FUTURE EVENTS**

- a. Focus meeting with 5 WIs to share their experiences, new/middle/working ladies and ageing WI’s to receive feedback on their problems and experiences and how the Federation can help will be organised for July. Sparsholt/Awbridge/Crowe Hill/Eastleigh Spitfires suggested and Sharon suggested Shalden as they have no broadband in the area.
- b. Combined LA/CA/TP coffee morning Tuesday 20 June in hand.

Signed.....

Date.....

- c. Hillier is booked for Saturday 4 August 2018; Beatles emailed 26/10/16 and booked £1000, Julia dealing.
- d. CarFest: Julia will liaise with Izzy, the project manager.
- e. The Autumn meeting will be on Tuesday 31 October 2017 – Val Bugden-Cawsey morning Speaker and Alvin, as ‘Elvis’ will entertain in the afternoon. Application form was in the May posting. Nominees to the new Board will be introduced.
- f. 2017 ANC will take place at the East Midlands Conference Centre in Nottingham 3 – 5 November. Maureen will ask if Groups can be incorporated into the Constitution.
- g. Gardeners Question Time: the BBC have sent strict guidelines stating tickets must be sold on a first come first served basis @ £4.50. Gina is dealing. **Action: Gina Ireland**
- h. The Armed Man booked at the Anvil for Saturday 17 March 2018, in hand.
- i. The Spring Council meeting will be on Wednesday 21 March 2018 in hand.
- j. 2018 NFWI Annual Meeting will take place at the Motorpoint Arena in Cardiff on Wednesday 6 June 2018. Day visit agreed.
- k. Hampshire Denman Visit Monday 17 September to Thursday 20 September 2018

## 10. WI HOUSE

- Microphone for upstairs pending.
- Coat stand/hooks upstairs once lift installed.
- Lift planning application approved by Eastleigh Borough Council 26/5/17 and should be installed on 28 August. HP Contracts will start preparatory work beforehand.
- Re-furbishment plan – agreed to obtain quotes to change carpets, re-decorate, and re-form the Boardroom.

### **Action: Karen Panella**

- Upstairs water heater not working – agreed to organise service, 2 times a year. **Action: Karen Panella**
- Moss removal from Gutters in hand. **Action: Karen Panella**
- Centenary Mugs selling well – Staffordshire/Devon/East Sussex/Surrey & Denman have made enquiries. Essex Federation confirmed that they have ordered 800 mugs.
- Defibrillator for WI House quote of £795 plus vat received from [andrew@aadefib.com](mailto:andrew@aadefib.com) – Julia offered to look at costs for an internal one. **Action: Julia Hender**

## 11. WI HOUSE STAFF

Manual Handling training requested with 1Community 25/5/17, booked for Thursday 13 July.

Annual Leave:

Jane - 5/6/7 July

Karen - 1/2/3 August

Nicky - 31 July to Monday 21 August 2017

Lyn - 7 – 11 August and 29/30 August

Theresa - 4/5/6 September and 30/31 October – 1 November

The staff asked if their pay award of 1% could be reviewed.

## 12. CORRESPONDENCE

- NFWI Board Election 2017 – 2019 results circulated
- NFWI Report and financial statements for year ended 30 September 2016 circulated
- ACWW Membership paid £105 May 2017
- Member Reps for NFWI committees circulated 10/4/17
- 2017 NFWI Annual Meeting – venue security sent to Board/WI Advisers and WI Secretaries 25/5/17
- ACWW – International Day of Families 2017
- Memorandum regarding the resolutions process

Signed.....

Date.....

**13. ANY OTHER BUSINESS**

It was agreed to sell the Centenary mugs at the New Forest Show, Gardeners Question Time and at the Armed Man concert.

It was agreed to run 4 Speaker Selection Days in 2018 and Julia Hender offered the Square Tower venue in Portsmouth foc.

Denise Smythe Wright is away for the end of August and September and needs cover for the magazine.

Helen Carter appealed for cakes for Dream Nite.

A suggestion was made to run a Hampshire Antiques Roadshow inviting Thomas Plant, John Nesbett and possibly Mark Stacey to value items. Surplus would be given to the Saving Denman Appeal.

**Date of next meetings:**

Strategy follow up Monday 14 August (please note change of date)  
Apologies: Angela Brice, Sue Phillips

BoT Monday 11 September

Signed.....

Date.....