

Hampshire Federation of WIs

A meeting of the Board of Trustees was held at WI House on Monday 11 September 2017 at 10:00am in WI House, Eastleigh.

## **MINUTES**

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**Attendees:** Gina Ireland in the Chair, Tracy Baker, Angela Brice, Helen Carter, Penny Dunford, Brenda Fletcher, Julia Hender, Sue Phillips, Gail Pussard, Denise Smythe Wright, Janice Whittle

Observers: Barbara George, Alison Woolford

Company Secretary: Karen Panella

**Apologies:** June Hunt, Maureen Levenson, Ann Ryan

**MINUTES AND ACTION POINTS:** having been circulated, were agreed and signed as a correct record.

Action points carried forward:

- Tea tent – JH, pursue with BID, in hand.
- Job Descriptions for Officers and Sub-committee Chairs **Action: ALL**
- Organise a framed board of past HCFWI Chairman **Action: KP**
- Hygiene Workshop will be held at WI House on 20 November. Certificates will not be issued and if this is required members will be encouraged to complete and online training course. Handouts will be prepared. **Action: JH**

### **DECISIONS MADE**

- **Trustees attending Membership on 2 October (eve) meeting: Gina Ireland & Maureen Levenson**
- **WI Bylaws – 2 bylaws from Alverstoke WI**
  1. **Alverstoke limits membership to 100 for Health & Safety – agreed.**
  2. **Alverstoke operate a rotation system of Officers and committee members which limits the number of years' service as an Officer to 6 years and a committee member to 5 years - decision**
  3. **Burghclere & Newtown WI bylaws in SharePoint read aloud: all decisions.** **Action: KP to reply**
- **PR for 2018: Press Pack: Jackie Oliver and Rona Musker have produced a Press Pack and Karen will circulate for comments.** **Action: KP**

Signed.....

Date.....

They have both declined to be part of the 2018 Press team as have Annette Bradshaw and Sue Crump. Karen has not heard back from June Hunt. It was discussed again to ascertain if it would be prudent to employ or ask an existing staff member to work up to 4 hours a week to ensure maximum publicity is gained in 2018. Agreed to ask Karen to find a suitable person.

Action: KP

The next Centenary meeting will be on 4 October.

Reply from NF re Member details form emailed 21/6/17

Action: c/fwd

- HCFWI T Towel to be given as birthday present to all WIs. It was agreed to send this in the December posting with a signed letter from the Trustees.  
Action: SP/KP
- Eastleigh Spitfires WI want to hold their WI meetings at WI House – review hire charges. It was agreed to charge WIs £10 per hour to include use of kitchen.  
Action: KP
- Lock required for Trading Post room  
Action: KP
- Invite from 1 Community to run a promotional stall or craft table at the Eastleigh museum. Helen asked Karen to email Cathy Winter to ask Eastleigh Spitfires WI if they might like to take up this opportunity. Action: KP/CW
- Appointment of WI Advisers: AGREED

1. DECISIONS BY EMAIL: none

2. FINANCE

- a) Management Accounts circulated. Please remember to submit your expenses promptly as we are approaching our financial end of year. Sub-committee Chairs need to send a small report of activities from 1 October 2016 to 30 September 2017 to Gail.  
Action: Sub-committee Chairmen
- Julia asked for a financial training session to make sure all Trustees can understand and follow the management accounts. Action: cfw
- b) HCFWI Investments not discussed.
- c) Sub-committee budgets: SSD at WI House approved. After a short discussion, it was agreed to allow the Treasurer to approve budgets, send to Karen to add to the BoT agenda for reference and circulate actuals for discussion. Action: GP/KP
- d) Kay Dell /Eileen Greenway Bursary: in September magazine £250 to Groups for an educational event.  
Closing date 1 November for consideration at Nov BoT meeting. (Ringwood & Beaulieu Groups have sent an application so far).
- e) Payments to Shows Tent Committees June 2017:

New Forest Show	£75.00
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Signed.....

Date.....

Romsey Show	£25.00
Alresford Show	£25.00
Talking News	£75.00

Thank you received from the Romsey Show committee.

- f) Centenary Mugs Commission Report: 431 5% of sales £2586.00 = £129.30 paid to HCFWI 18/8/17
- g) **IFE Refresher report circulated**
- h) **Absolute Technology** requested paid support this year for Sept/Oct/Nov and next year for April and June/July/August. **Agreed.**
- i) **Pooling of Fares:** £18.00 to be paid per WI as at 7/8/17 the calculation for Hampshire is as follows:  
**206 WIs x £18 = £3708.00 to pay to NF**  
**£3708 / 8918 members = 4157p which equals 42p per member.**  
**Per Capita charge will remain the same @ 75p per member.**
- j) **300 Club Winners:**  
**300 Club July:**  
Two prizes of £25 each  
132 Gwen Meaden of Sway WI  
149 Valerie Denny of Sherfield on Lodden WI
- 300 Club August:**  
Two prizes of £25 each  
65 Jill Storey of Gosport WI  
194 Eileen Surtees of Andover Evening WI
- 300 Club September:**  
52 Shirley Goodwin of Oakley & Deane WI  
92 Barbara MacMurchy for Hannington WI

### 3. TRAINING

- Managing volunteers training with 1Community 17 August £175 paid: went well but more information on Conflict Management required. Helen will take this to NF to see if they can incorporate it into training. **Action: HC**
- NFWI Federation Officer Workshop dates forwarded to Maureen/Gail and Helen 5/7/17. Helen Carter will attend only.
- Sue Atrill & Marilyn Roberts will attend the NFWI Archive training: £411.00 paid.
- **Job Descriptions for all Officers and SC Chairman required by next meeting**

### 4. REPORTS

**Chair's report circulated**

**Inter Federation Report circulated**

Signed.....

Date.....

**Denman:** Helen is working with Denman on the Hampshire Federation holiday but has not received all the information she needs. She was excited to let everyone know that Ros Cooper has raised over £4000 from her bike ride to Denman.

**Helen asked if Joan Sherrin could receive a mention at the Spring Council meeting in 2018 for all her hard work at the Denman shop. She has raised over £50,000. Action: KP**

## 5. INVITATIONS

- Invitation from Wiltshire Fed – Annual meeting 11 October. Brenda Fletcher and Gina Ireland will attend.
- Twyford WI: celebrating 100 years will be holding a traditional village craft and produce show – Saturday 30 September at Twyford Parish Hall
- Two Board members invited to a Centenary Carol Festival at Wimborne Minster on Friday 1 December at 2:30pm from Dorset Federation: Sue Phillips and Gail Pussard will attend. **Action: KP**
- Wessex Federation invite two Trustees to attend their Annual Meeting in Worthing: Helen Carter and Gina Ireland will attend. **Action: KP**

## 6. COMMUNICATIONS

Helen reminded everyone to be positive about the new email system and office 365. It was agreed to only publish the new Hampshire WI emails in the Yearbook. Karen has been given extra time to complete and allow for proof reading by the Yearbook committee.

Gail requested edit rights for BoT on SharePoint to post the accounts. **Action: KP**  
**Speakers on MCS:** Karen and Janice are on a conference call on Tuesday to agree the format of the database.

**Magazine:** a discussion took place on whether to continue with the August Special Edition. It is felt that people at shows do not want to take a copy, as they often have nowhere to put it. Agreed to continue for now and to produce one for the Centenary and review again.

## 7. REVIEWS

- a) Board member visits: noted.
- b) Potential Board members: Helen recommended asking Christine Hayes from Sotonettes WI to observe a Board meeting. She worked very hard at the Romsey Show. Agreed. **Action: KP**
- c) Coffee morning 20 June, WI House: went well and sub committees worked well together.
- d) Sub-committee events: Eastleigh Walk was very successful. Dance Day at Lyndhurst cancelled due lack of interest and Officer training at a Group meeting went very well and it is felt this is the way forward.
- e) WI Focus meetings: very successful and work is in hand to produce succinct notes as they requested.

Signed.....

Date.....

- f) Winchester Car Boot Sale June 2017 - £90 paid to HCC. £574.46 surplus made after expenses.
- g) New Forest Show: good event. Helen asked if Karen could order more promotional material for 2018 including a new large feather flag, which is splitting.

**Action: KP**

Require a table for the Scrapbook in 2018. Gina will ask Sandra Pope if she can go onto the show committee to represent the Federation for 2018. **Action: GI**

- h) CarFest: the cookery demonstrations were very successful. Everyone agreed that this meets the objects of the WI. Well done to everyone who worked so hard. The demonstrations were filmed by the good food company and are available to watch online. Helen and Alison did their best to mention Hampshire WI as many times as they could.
- i) Alresford Show: Alison Woolford and Helen Carter organized a Denman display with craft items members have made. It went really well and Helen has received a thank you from the Tent committee for attending.
- j) Romsey Show: Jane Austen theme, excellent day.

## 8. FUTURE EVENTS

- a) Coffee morning at WI House, 29 November to include report from the ACWW conference.
- b) Hillier's booked for Saturday 4 August 2018, Beatles emailed 26/10/16 and booked £1000
- c) The Autumn meeting will be on **Tuesday 31 October 2017** – Val Bugden-Cawsey morning Speaker and Alvin, as 'Elvis' will entertain in the afternoon. Angela Brice will wrap the raffle prizes.
- d) 2017 ANC will take place at the East Midlands Conference Centre in Nottingham 3 – 5 November 2017: Maureen & Gail will attend.
- e) The Armed Man booked at the Anvil for Saturday 17 March 2018, in hand.
- f) 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...  
Ask WI members to dress up as someone who has inspired them?
- g) 2018 NFWI Annual Meeting will take place at the Motorpoint Arena in Cardiff on Wednesday 6 June 2018. Day visit agreed.
- h) Hampshire Denman Visit Monday 17 September to Thursday 20 September 2018
- i) Autumn Meeting, the Anvil, Basingstoke Tuesday 16 October 2018 – please note change of date. Mikron Theatre Company booked.

## 9. WI HOUSE

- Preparatory work started in July ready for the lift to be installed on 7 September, delays due to rain.
- Microphone for upstairs, c/wd.
- Coat stand/hooks upstairs once lift installed.

Signed.....

Date.....

- Re-furbishment plan – quotes being sought.
- Water heaters replaced.
- Moss removal from Gutters carried out and hedgehogs fitted.
- Defibrillator for WI House quote of £795 plus vat received from [andrew@aadefib.com](mailto:andrew@aadefib.com)

#### 10. WI HOUSE STAFF

All the staff attended the Manual Handling training on 13/7/17  
HCFWI Manual handling policy to be shown at all staff appraisals and circulated to SC members.

Staff 1.1s carried out.

Following a report from Annette Bradshaw the Trustees discussed how best to manage PR for 2018. It was agreed to look for a person to do approximately 4 hours a week starting November. **Action: KP**

#### 11. CORRESPONDENCE (taken as read)

- NFWI Board committee list forwarded to Board and WI Advisers 4/7/17
- National Art Gallery NF circulated 12/7/17
- Thank you for £25 donation to the Board of Trustees from the Romsey Show Committee
- Changes to WI Account Book & Gift Aid circulated to BoT/WI Adviser 21/8/17
- More Denman bursaries for First Timers available for 2017/18 programme
- Thank you from Hawk Conservancy Trust for the WI support at DreamNight – next year it is on 12 July 2018.
- Saving Denman Appeal update on SharePoint 30/8/17

#### 12. ANY OTHER BUSINESS

- Please remember to read the minutes/agenda and any associated paperwork before every meeting.
- Pimms Tent for WI Fest is fine but an alcohol license must be sought.
- Centenary logo to be used for 2018. Karen will circulate. **Action: KP**
- Tracy asked if a Resolution on the resolution process could be submitted and everyone agreed it could be.
- Please submit magazine articles early for the next two magazines.
- Karen mentioned that a WI member has written to NF to complain that her WI does not carry out the recent resolution on loneliness. A discussion took place on the complex issues thrown up by the Loneliness Resolution and finding a way forward as WI members do not have the necessary training and skills to deal with acute loneliness.

#### Date of next meetings:

BoT 13 November

Signed.....

Date.....