

Hampshire Federation of WIs

A meeting of the Board of Trustees was held at WI House on Monday 13 November 2017 at 10:00am in WI House, Eastleigh.

MINUTES

A Private Meeting was held at 9:30am

Attendees: Maureen Levenson in the Chair, Tracy Baker, Angela Brice, Penny Dunford, Brenda Fletcher, Julia Hender, June Hunt, Gina Ireland, Sue Phillips,

Gail Pussard, Ann Ryan, Denise Smythe Wright, Janice Whittle

Observers: Kathryn Childs, Christine Hayes, Katrina Kemp, Alison Woolford

Company Secretary: Karen Panella

Apologies: Helen Carter

MINUTES AND ACTION POINTS: circulated, agreed and signed.

Action points carried forward from September meeting:

- WI FEST Tea tent – Julia will speak to Caryl Gregory as she is not confident BID will source it, JH, in hand
- Honours Board of past HCFWI Chairman (KP) Quote received for A1 size @ £181.63 plus vat – agreed. **Action: Karen Panella**

1. DECISIONS MADE

- **Trustees attending WI Adviser meeting on 4 December at 10am:**
Maureen Levenson and Julia Hender will attend. Gina Ireland and Gail Pussard gave their apologies.
- **Percentage increase on Federation events etc.: 1.5% increase agreed.**
- **Calendar theme 2020: OLD HAMPSHIRE Agreed. (2019 is Hidden Hampshire)**
- **CAF Account:** Gail Pussard and Gina Ireland will review banking procedures and report. **Action: Gail/Gina**
- **Friendship Fund:** Gail is looking to set up a restricted fund **Action: Gail Pussard**
- **Office Till:** this has already been agreed; Karen asked to look into this again.

Action: Karen Panella

T Towel card: in hand, to be sent with the T Towel in the December posting for the January meetings. Sue Phillips and members of Trading Post sub-committee will pack the T Towels in plastic bags with the card.

Signed.....

Date.....

- **Community Showcase on 28 January at the Point in Eastleigh – WI invited to showcase their activities and sell produce:** ML/GI/DSW/TB/AW offered to help and make cakes. Karen will reply. **Action: Karen Panella**
- Terracotta Warriors Exhibition in Liverpool: 2 night holiday suggested for 21 – 23 October – **AGREED**
- **Alverstoke Village People WI:** 2 Bylaws noted
 1. Meet 12 months of the year instead of 11
 2. Membership will be limited to 90

Talking News: Email received from Vara Williams wishing to retire from her role as Talking News co-ordinator. Demand has fallen from 20 to 4 listeners. **Action: c/fwd**

2. DECISIONS BY EMAIL

- a. WI House will re-open after the Christmas break on Wednesday 3 January 2018
- b. New Front Door ordered – agreed 27/9/17 (Under WI House)
- c. New event structure proposal – email sent by Julia to Trustees on 1/10/17. Julia will chair a meeting with sub-committee Chairman on 29 November. She suggested Board look at Governance & Training at the February and August 2018 Strategy meetings.

3. FINANCE

- a) Management Accounts: explanation of detail from Gail to all Trustees requested before the start of the January meeting. **Action: Gail Pussard**
- b) Sub-committee budgets: Christmas Wreath making, SSD – approved.
- c) Event Actuals below sent to the SC Chairman and filed under SC Actuals in BoT SharePoint:

Homeless event	PA & I
Science Lunch	PA & I
Crochet & Needle felting	CA
Singing Workshop	CA
WI Fair	CA
Godshill Flowers	LA
Monet Gardens	LA
Autumn Meeting 2016	
Spring Council Meeting 2017	

Expenses should be submitted for travel and events expenditure within 1 month please.

- d) HCFWI Investments, no change.
- e) Electronic storage of financial documents: Gail will look into this and perhaps look at different software such as 'Zero'. **Action: Gail Pussard**
- f) ACWW Membership renewal due 1 January 2018 - £105.00
- g) Lift invoice paid £54038.00 23/10/17
- h) Bridger Alarms invoice - due to re-furbishment £162.00, paid 25/10/17
- i) **Kay Dell /Eileen Greenway Bursary:** in September magazine £250 to Groups for an educational event: It was agreed to split this between the two groups, which entered. **£125 to Beaulieu Group and £125 to Ringwood Group**

Signed.....

Date.....

- j) **Pam Toneri Bursary:** entries received from Blackmoor & Whitehill WI, Copythorne WI, and Woodgreen WI. After consideration, the bursary was awarded to Blackmoor & Whitehill WI.
- k) Centenary Mugs Commission Report: 431 5% of sales £2586.00 = £129.30 paid to HCFWI 18/8/17. Karen to chase for remaining commission. **Action: Karen Panella**
- l) Whiteley Wags WI suggest adding surname to the monthly statement i.e. / Science Lunch, Andrews £22.50. The office are happy to trial but it will take up extra time. It was agreed not to action this request now as it will be very time consuming. Karen will write an article in the next magazine reminding applicants to tell and pay their WI Treasurer if they apply for any tickets. **Action: Karen Panella**
- m) **Gift Aid:** WIs will only be able to claim back gift aid for their portion of the subscription. NF are looking in to how Federations can claim back their part of the subscription and Gail is looking at ring fencing this amount to help WIs. **Action: Gail Pussard**
- n) **HCFWI Insurance:** Gail asked the Trustees questions from the renewal review form in respect of the Directors liability. The answers were noted.
- o) **300 Club October:**
93 Irene Wise of Stoke & North Hayling
115 Sheila Fisher for Locks Heath WI

300 Club November:

179 Dee Hurley for Marchwood WI

190 Ann Couldrey for Colden Common WI

4. TRAINING

- Job Descriptions for all Officers and SC Chairman required by next meeting
Received first vice chair and chair of Creative Arts.

5. REPORTS

Chairman's report circulated

Denman: The Denman celebration holiday application form and information has been sent out and if oversubscribed, there will be a ballot.

6. INVITATIONS

Two members invited to Townswomen Guild Carol service at Portchester Methodist church on Saturday 9 December at 2pm. Denise Smythe Wright & Maureen Levenson. **Action: Karen Panella**

7. COMMUNICATIONS

WI Press pack organized, in October posting for the Centenary. Thanks to Jaqueline Oliver and Rona Musker.

WI Schedule on My WI to be added to SharePoint. **Action: Karen Panella**

8. REVIEWS

- a) Board member visits: ANC – GP/ML, Denman Shop – AR, Wiltshire Fed Annual Meeting – BF/GI, West Sussex Annual Meeting – GI/ML/HC. Talks on Marine Plastics - DSW

Signed.....

Date.....

- b) Sub-committee events: Julia confirmed the Food Handling workshop date is 20 November at WI House.
- c) Yearbook Update: A Speaker Selection Day has been booked for a Saturday morning and 45 members will attend. 14 attending because it is on a Saturday so they will organize another.
- d) Office 365 Update: 70% of Secretaries are now using the new email.
- e) Pop up event 7/10/17 organised by PA & I – **again** good Saturday attendance, went really well.
- f) Autumn Meeting: great feedback received. It was agreed to ask Absolute Technology to prepare and run the power point for the Centenary meeting.

Action: Karen Panella

Winners of the Denman Bursary drawn at the Autumn Meeting:

Pam Chaundry, Bassett WI

Margaret Reindorp, Waterside WI

- g) ANC – Maureen & Gail, report circulated.
- h) Resolutions (Burghclere & Newtown WI- Handwashing singing 2 verses of Happy Birthday) was submitted but did not get through. Tracy Baker is looking to submit a Hampshire Resolution for a National UK Disaster Fund, in hand.

9. FUTURE EVENTS

Date	Event	Owner	Comments
2 – 5 November	ANC	Maureen Levenson Gail Pussard	
18 November	SSD	Janice Whittle	
20 November	Food Handling	Julia Hender	
29 November	Coffee Morning + ACWW feedback, WI House		
4 December	WI Adviser Meeting		
6 December	Xmas Wreaths	Kathryn Childs	
16 January	BBC Gardeners Question Time	Sue Macdonald	
3 Feb	SSD, Burghclere	Janice Whittle	
17 March	The Armed Man	Maureen Levenson	
21 March	Spring Council Meeting & AGM	Karen Panella	Anton Du Beke & NF Chair booked
April	WI Twinning		
13 April	SSD, Steep		
13 May	WI Fest, Eastleigh	Julia Hender/Alison Woolford	
29 May	Delegate Meeting		
6 June	NF Annual Meeting, Cardiff	Karen Panella	
9 – 30 June	Then, now & the Future Hampshire WI Exhibition, Winchester Discovery Centre	Sue Atrill	
26 June	Tea – Princess Caroline	Tracy Baker	Booked deposit pd based on 120 people
29 June	Dinner – Elvetham Hotel	Maureen Levenson	Booked for 100 people

Signed.....

Date.....

11 July	SSD, Goodworth Clatford	Janice Whittle	
4 August	Picnic at Hillier's, Ampfield	Julia Hender	Beetles
12 Sept	SSD, Old Portsmouth	Janice Whittle	
17 – 20 Sept	Celebration Break at Denman	Helen Carter	
22 Sept	Performing Arts Competition Day, Thornden School	Vara Williams	
6 October	Performing Arts Festival Concert, Thornden School	Vara Williams	
16 October	Autumn Meeting	Karen Panella	Mikron Theatre Group booked, 2 acts x 45 mins
21 – 23 October	Terracotta Warriors Exhibition	Sue Macdonald	
November	Reception by HCC	Tracy Baker/Brenda Fletcher	

- Village Books – owner Sue Atrill
Each WI to write 500 – 1000 words on their village or community, 3000 books on sale or return to HCFWI.
- T Towel x 495 received to be sent in January posting with letter from BOT or card
- Pennants to be sewed together and ready for use in 2018 – KC/AB/BF offered to sew.
- Timeline, in hand (ML/KP).
- Hampshire Rose in hand.
- Scrapbook for SCM & Discovery Centre. **Action: Angela Brice**
- Mugs and T Towels to be sold throughout the year.

10. WI HOUSE

- Microphone for upstairs – ordered 5/10/17 and received paid £199.94
- Coat stand/hooks to be organized **Action: Karen Panella**
- Re-furbishment plan – quote accepted for re-decoration and carpets. Painting completed 6 October.
Carpets fitted upstairs on 9 October and on the ground floor 6/7/8 November - £7141.20 paid.
Front Door – emergency repairs took place on 21/9/17 as the door fell off. Quote for new door agreed, ordered 27/9/17. Cost £2993 +vat and £500 for alarm and electrics. HP should be adding magnets so the doors stay open on 6/11/17
- Upstairs Kitchen second hand cupboard purchased from the British Heart Foundation shop for crockery storage – paid £30.00. Majority of the green crockery is stored in this cupboard.
- Insurance renewal due 1 January 2018: Gail read aloud the questions to all the Trustees and noted their responses.

11. WI HOUSE STAFF

Emily Reason has agreed to organise the PR for 2018
Cleaner given notice – last day 24 October 2017

Signed.....

Date.....

Christine Purser started 3 November £10 an hour x 4 hours a week plus additional 2 hours a month to clean carpark area

12. CORRESPONDENCE

- Email from White Hot circulated to all WIs, Board and WI Advisers 14/9/17
- Crofton WI changed premises to Baptist Church, Jay Close, Stubbington from October.
- Thank you letter & card sent to Sharon Hurrell 20/9/17
- Update on the Denman Fabric Shop forwarded to Board and WI Advisers 25/11/17 £55,000 raised
- Denman Events emailed to Board, WI Advisers and WI Secretaries 5/10/17
- Resolution Shortlist circulated 16/10/17
- NF Christmas Floral Art Step by Step guides forwarded to Board, WI Advisers and WI Secretaries 23/10/17
- 12th Night screening & Talk at Denman forwarded to Board, WI Advisers and WI secretaries 23/10/17
- NFWI advice for using images online and in promotional material sent to Board/WI Advisers, WI Web Editors and WI Secretaries 25/10/17
- Denman Anniversary Book details sent to Board, WI Advisers and WI Secretaries 30/10/17
- Thank you from Breast Cancer Haven MacMillan Manager for the breast cushions donated 25/10/17
- Thank you from the Mayor of Basingstoke and many others
- Letter from Jill Burrows on behalf of Hedge End WI, reply sent from Karen and forwarded to Anne Wheeler at NF 1/11/17
- As from 29 November Stubbington & Hill Head WI will change venue to Stubbington Baptist Church, Jay Close, Cuckoo Lane, Stubbington, PO14 3TA, day and time remain the same
- NFWI Safeguarding policy emailed to Board, WI Advisers and saved on SharePoint 7/11/17
- Equality & Diversity document circulated and adopted by Hampshire Federation. Karen will save on the website and SharePoint. **Action: Karen Panella**

13. ANY OTHER BUSINESS

Maureen asked if Trustees and Advisers could remind members of the Talking News.

Motivational Speaker recommended by Sue Phillips, 'Alice May' – book entitled 'Her House Sat Down'.

Date of next meetings:

BoT 15 January 2018

Strategy Day 12 February

Signed.....

Date.....