

Hampshire Federation of WIs

A meeting of the Board of Trustees was held at WI House on Monday 12 March 2018 at 10:00am in  
WI House, Eastleigh.

# MINUTES

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

**Observers:** Barbara George, Denise Sutton

**Company Secretary:** Karen Panella

**Apologies:** Tracy Baker, Penny Dunford, Christine Hayes, June Hunt, Katrina Kemp,  
Ann Ryan

**Maureen welcomed everyone to the meeting and gave the apologies.**

***Following an extraordinary meeting held on the 12 February 2018 it was proposed to extend the Chairman role to Maureen Levenson for 6 months. Agreed by the Trustees on 12 February. Maureen Levenson accepted the proposal on 17 February.***

***An election for Officers will take place on 22 March following the Spring Council meeting to choose a Chairman elect to take over from Maureen and host the Autumn meeting.***

**A/P Gina Ireland to write minutes for this extraordinary meeting.**

**MINUTES AND ACTION POINTS of the Strategy meeting: were agreed and signed.**

## DECISIONS

**Trustees attending the WI Adviser meeting on 23 April (evening meeting) –**  
Julia Hender, Gina Ireland, Maureen Levenson and Gail Pussard will attend.

- **Rental of room for Absolute Technology 1<sup>st</sup> Floor** – Karen explained that Martin Greening, Director of Absolute Technology asking if the WI would consider renting a small office space at WI House, had approached her. His business has expanded to cover Winchester and he would like to have space for his new employee Adam to work. After a long discussion, it was agreed to carry out some research before making a final decision but in principle it was agreed to offer him a hot desk in the IT suite for a trial period of 3 months.
- **ACWW: nominations for Board of Trustees by 4 April 2018:** Maureen announced that she had nominated Ros Cooper to be World Treasurer.

Signed.....

Date.....

- **ACWW project:** the Hampshire project is now complete and Maureen will organise boxes or buckets on the stationery table at the Spring Council meeting for members to vote on the new project.
- **IFE re-appointment list: ratified.**
- **BoT 2018 – 20:** Tricia Couch will not be standing due to health reasons. Please note Christine Hayes from Sotonettes WI would like to be co-opted.  
**Vice Treasurer Role:** Maureen has asked Louise Watson if she would like to be co-opted to the Board, as she is an Accountant.
- **WI House Hire:** it was agreed to charge £15 an hour for use of the IT suite. Individual members can use at no charge.
- **Cancellation Policy for Denman:** letter received from Kate Langridge, Hordle WI – email replies from BoT agreeing with Denman policy. Maureen has written to Jane Dixon suggesting the form asks members to opt out of insurance cover. Helen confirmed Denman courses would include insurance going forward.
- **Friendship Fund: in hand.** It was agreed that Advisers should play a crucial role in selection.
- **Talking News:** Gail said HCFWI would be happy to give a donation to record the News. Barbara Kearns may be able to help. **Action: KP**
- **Recommendation from WI Advisers to have photographs of Trustees and Advisers on the website:**  
**It was agreed all Trustees and Advisers would need to sign a consent form.**  
**Carried forward to the April Board meeting for the 2018/20 Board of Trustees.**  
**Action: ALL**
- **Trustee Training:** Friday 20 April cancelled dates required for June.
- **Unofficial Facebook comments:** it was agreed not to reply to negative comments.
- **Recommendation** from Denman Representative to ask Titchfield Abbey ladies to make a pair of curtains and cushion to match the quilt they kindly made. Agreed, Gail confirmed it could be funded from the Denman maintenance fund. Helen asked to speak to the ladies of Titchfield Abbey WI. **Action: HC**
- **Centenary events applications procedure:** to remain as per article by Chairman in the magazine. If a ballot is required, a sensible number will be allocated per WI.  
It was agreed that husbands could attend events if tickets are available after the closing date.

## 1. DECISIONS BY EMAIL

**No Refund Policy at Denman: All Board members agreed that the policy is clear and it is up to the individual to organise insurance.**

Maureen sent a reply stating this to Denman.

## 2. FINANCE

a) Management Accounts:

**Action: c/fwd**

b) End of year accounts (unsigned copy) emailed to WI Secretaries 5/3/18

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- c) Sub-committee budgets: Quiz budget submitted by Sue Macdonald – approved/ Skittles submitted by Sue Macdonald - approved
- d) Event Actuals below sent to the SC Chairman and filed under SC Actuals in BoT SharePoint:
- e) Electronic storage of financial documents, in hand. From the end of the financial year, we will not need to keep paper records.
- f) Centenary Mugs Commission Report: 431 5% of sales £2586.00 = £129.30 paid to HCFWI 18/8/17. £748.31 paid into HCFWI account 14/2/18
- g) Broadband: organized for the IT suite.
- h) **IFE:** Pat Turnbull resigned as IFE – thank you letter from Board of Trustees sent 7/2/18
- i) **SCM:** Gail will talk about Gift Aid/Pooling of Fares and the Per Capita Charge, which should be referred to as Accommodation Fund. Gail will explain that these are held in a restricted fund and the money cannot be used for anything else.

No.	Name – 300 Club winners	WI	Amount
	<b>February 2018</b>		
	Dianne Moore		£25
	Catherine Ash		£25

### 3. TRAINING

- Job Descriptions for all Officers to be updated, Karen, and Julia to update the SC Handbook for event managers. **Action: JH/KP**

### 4. REPORTS

**Chairman's report circulated**

**Denman: circulated.**

### 5. INVITATIONS

Invite for two Trustees to attend Berkshire Spring Annual meeting on Monday 9 April 10:30 to 1pm at the Palmer Building, University of Reading: declined as this falls on the Trustee meeting day.

### 6. COMMUNICATIONS

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## 7. REVIEWS

WI Advisers' Re-appointments for 2018 confirmed by NF on 25/1/18

a) Board member visits:

One Community Roadshow	Maureen/Gina/Janice and Ann
Speaker Selection	Janice/Penny

b) Events: Food Hygiene & Safety Workshop 20 November: 12 attendees went well.

c) Yearbook Update: MCS almost complete and ready for input for Speakers. Janice confirmed that she would oversee the initial input of Speakers. Penny asked Karen to check if the booking form is on the website. **Action: KP**

## 8. FUTURE EVENTS

Date	Event	Owner	Comments
17 March	The Armed Man	Maureen Levenson	
21 March	Spring Council Meeting & AGM	Karen Panella	
April	WI Twinning		
13 April	SSD, Steep		
13 May	WI Fest, Eastleigh Volunteers: Please complete form and return to reception	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	Centenary Cruise – Princess Caroline	Tracy Baker	Booked deposit pd based on 120 people
29 June	Dinner – Elvetham Hotel	Maureen Levenson	Booked for 100 people
11 July	SSD, Goodworth Clatford	Janice Whittle	
4 August	Picnic at Hillier's, Ampfield	Julia Hender	Beetles + cup cakes
24/25/26 August	CarFest	Helen Carter	
12 September	SSD, Portsmouth	Janice Whittle	
17 – 20 Sept	Celebration Break at Denman	Helen Carter	

Signed.....

Date.....

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
November	Reception by HCC	Tracy Baker/Brenda Fletcher	
December	Hamper Sale The Covert Winchester Application and fee sent 17/1/18		Needs to be advertised – Lead tba

- 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.
- Pennants to be sewed together and ready for use at the Spring Council Meeting.
- Timeline: on hold – use archive material gathered for the exhibition.
- Hampshire Rose in hand, Ginny Neale confirmed it will be ready and framed for the Spring Council meeting
- Scrapbook and Adviser scrapbook for SCM & Discover Centre. **Action: AB**
- Centenary Mugs and T Towels to be sold throughout the year.
- 2019 NF Annual Meeting will take place at the Bournemouth International Centre on Wednesday 5 June.

## 9. WI HOUSE

- Coat stand/hooks to be organised
- New dishwasher purchased and fitted 16/2/18
- Flood in kitchen on 16 January emergency plumber fixed the leak £60 paid call out fee. New boiler fitted under sink on Saturday 27 January.
- Scroll gates fitted a new motor to the car park gates on Tuesday 20 February.
- 10 Pcs ordered for the IT suite in WI House
- Analogue telephone line ordered and broadband router.
- Smart TV for presentations
- Photocopier will move to make room for two more desks in the IT suite.

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**10. WI HOUSE STAFF**

Jersey Fed interested in Office 365. Middlesex and Nottingham Federations have taken up Office 365.

**11. CORRESPONDENCE**

- BBC 1 The Big Questions emailed to BoT/WI Advisers and WI Secretaries 29/1/18
- New Milton Sands WI will be moving to the Community Centre, (Common Room), Osborne Road, New Milton, Hampshire BH25 6EA at 7:30pm from 19 March 2018
- Celebrate Our Platinum Anniversary With These Exciting Events...sent to WI Secretaries, Trustees and Advisers 19/2/18
- Sale time at Denman sent to Board, Advisers and WI Secretaries on 22/2/18
- WI Processions received from NF – sent to Board, WI Advisers and WI Secretaries 22/2/18
- Dejager bulbs – order forms will not be sent to WIs this year but dejager will be advertising in the magazine offering WIs a 15% discount using code W12018. Federations will still receive a rebate of 20% against all net sales.
- Taste of Wickham Bake off 9 September : Julia Hender is happy to support and deliver the competition
- NFWI Photographic competition faq's sent to all WI secretaries, Board & Advisers 26/2/18
- Walking Netball Health survey

**12. ANY OTHER BUSINESS**

- Denman Book emailed to Board/WI Advisers and WI Secretaries
- Denise Smythe-Wright would like to be on the coach for the National meeting on 6 June **Action: KP**
- Judges Cup winner is Jackie Chamberlain, Hyden WI

Ginny Neale and Carol Grimston presented the framed Hampshire Rose to the Board of Trustees, everyone was delighted with the result. Thanks given to Carol & Ginny for the time spent on the project.

**Date of next meetings:**

**BoT 22 March Election Meeting**

**BoT 9 April, 10am start. Apologies from Maureen Levenson**

Signed.....

Date.....

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Date.....