

Hampshire Federation of WIs

A meeting of the Board of Trustees was held at WI House on Monday 9 April 2018 at 10:00am in WI House, Eastleigh.

MINUTES

Attendees: Gina Ireland in the Chair, Tracy Baker, Angela Brice, Helen Carter, Penny Dunford, Julia Hender, Katrina Kemp, Gail Pussard, Ann Ryan, Denise Smythe Wright, Alison Woolford

Company Secretary: Karen Panella

Apologies: Christine Hayes, Maureen Levenson

Gina welcomed everyone to the meeting.

THE MINUTES of the March meeting were agreed and signed

Outstanding Action Points:

KP to contact Barbara Kearns re Talking News

KP to finish updating Event Handbook

1. DECISIONS

Following the election meeting on 22 March 2018, Christine Hayes and Alison Woolford accepted co-option to the Board.

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

- **Standing Orders for Spring Council Meeting & AGM:** Gina read aloud the Standing orders and the following amends were agreed:

2. Spring Meeting: add AGM
Appointment of Tellers: add if required
4. Quorum: announce at meeting, number of delegates present
5. delete J
6. Votes of Members: delete all monies paid and insert outstanding debt of over 6 months

It was agreed to put the Standing Orders for the Spring Meeting on SharePoint and the Website.

Action: KP

- **ACWW project:** Grass Root rural Community Hygiene, Sanitation and Girl Child Development Project chosen as the next project by members at the Spring Council meeting. Gina will ask Maureen to give more detail on this project at the next meeting. **Action: GI**

Signed.....

Date.....

- **Vice Treasurer Role:** Email sent to WIs 27/3/18 and advertised on website. Louise Watson has declined the offer to be co-opted. Gina asked Gail to write an up to date job description for this role. **Action: GP**
- **Friendship Fund:** Gail is awaiting comments, Helen will discuss again at the next WI Adviser meeting. **Action: HC**
- **Recommendation from WI Advisers to have photographs of Trustees and Advisers on the website: Agreed,** Karen will prepare a consent form. **Action: KP**
- **Trustee Training:** several dates discussed, it was agreed to ask Karen to write to the new Trustees and once a date is agreed, invite existing Trustees. **Action: KP**

2. **DECISIONS BY EMAIL Absolute Technology renting a room at WI House – declined.** Further discussion took place as it was recognized this should not have been an email decision but more discussion was needed. It was agreed not to rush the decision to let out any space but carry forward to re-visit this request at the August strategy meeting. All Trustees asked to look at rental income and implications. **Action: c/fwd**

3. FINANCE

- Management Accounts: in hand.
- Sub-committee budgets: none.
- Event Actuals are filed under SC Actuals in BoT SharePoint:

No.	Name – 300 Club winners April	WI	Amount
33	Wendy Crosby of	Bransgore Evening	£25
110	Margaret Rayfield of	North Baddesley	£25

4. TRAINING

- Job Descriptions for all Officers to be updated, Karen, and Julia have gone through and updated the SC Handbook for event managers. Karen to send draft copy ASAP. **Action: KP**
- 1.1 Trustee help with Office 365 and accounts training 2 – 5.30pm, Friday 11 May, WI House + photos of Trustees. David Woolford will take photos.
- Trustee Training: Karen will organize and write to everyone with a date.

Signed.....

Date.....

5. REPORTS

Chairman's report noted.

Denman: circulated. Helen reminded Trustees that any reports and conversation in a Board meeting is highly confidential and not to be shared.

6. INVITATIONS

Inter Federation Meeting Monday 9 July, Victory Hall, Stockcroft Road, Balcombe:

Maureen and Gina will attend.

7. COMMUNICATIONS

Denise reminded everyone to encourage event managers to write articles for the magazine pre and post event. Julia and Karen are working on an event tick list for all Event Managers, which will include comms. Denise mentioned that Surrey Federation has one events committee. Julia will contact them.

Action: JH

Denise suggested advertising WIFest in the Romsey Advertiser. Karen will speak to Emily.

Action: KP

8. REVIEWS

The Armed Man: this event had low attendance and will make a substantial loss. The Trustees agreed that it was a joint decision to host this event and the money raised at the Autumn and Spring meetings will help this deficit. Gail has also set aside a fund for 2018.

SCM: fabulous day, enjoyed by all. Lots of thank you's received. The Trustee sketch and surprise singers went down well.

HCFWI Risk Assessment: circulated and comments to Karen ASAP please. Katrina will write to Karen with her thoughts.

a) Board member visits:

Tracy Baker/Denise Smythe- Wright	Oxfordshire Federation Spring meeting
Helen Carter	Upper Clatford & Rooksdown Revellers WI
Denise Smythe-Wright	Speaker at Surrey Federation
Gina Ireland/Maureen Levenson	Surrey Federation Spring meeting
Julia Hender	Ben Ainsley Bar Old Portsmouth – good venue

Signed.....

Date.....

9. FUTURE EVENTS

Date	Event	Owner	Comments
April	WI Twinning		KP to ask for articles for magazine
13 April	SSD, Steep		
13 May	WI Fest, Eastleigh Volunteers: Please complete form and return to reception	Julia Hender/Alison Woolford	Meeting with BID 18/4/18 2pm
29 May	Delegate Meeting	Tracy Baker	
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	
24/25/26 July	New Forest Show	Helen Carter	
4 August	Picnic at Hillier's, Ampfield	Julia Hender	Beetles + cup cakes
24/25/26 August	CarFest	Helen Carter	
8 September	Romsey Show	Helen Carter	
12 September	SSD, 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
November	Reception by HCC	Tracy Baker/Brenda Fletcher	
December	Hamper Sale The Covert Winchester	Maureen Levenson	Needs to be advertised

Signed.....

Date.....

	Application and fee sent 17/1/18		
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- Village Books: Sue Atrill has received a great response and is chasing 2 WIs.
Each WI to write 500 – 1000 words on their village or community, 3000 books on sale or return to HCFWI – closing date extended to 13 April.
- Timeline: on hold – use archive material gathered for the exhibition.
- Scrapbook and Adviser scrapbook, Angela will return to WI House. **Action: AB**
- 2019 NF Annual Meeting will take place at the Bournemouth International Centre on Wednesday 5 June.

- 10. WI HOUSE:** no concerns at the moment, Fire extinguishers due to be serviced. **Action: KP**
WI House Cleaner resigned 9/4/18

WI HOUSE STAFF: the Trustees thanked the staff for all their hard work before, during and after the Spring meeting.

11. CORRESPONDENCE

- Winchester Churches Night shelter requesting donations for curtains emailed to WI Presidents 23/3/18
- Two complaints about North Baddesley WI, Yarn Bombing in Romsey. Reply sent by Karen on 4/4/18.
- The boat sew forwarded to Southampton WIs 4/4/18
- Ann Ryan will forward a letter to Karen to review 'signing the WI for the Hub'.

12. ANY OTHER BUSINESS

Data Protection: please remember to blind copy group distribution emails.
Karen will remind the staff.

Helen mentioned that Grateley & District WI are having problems and would like to move to a new area near to Weyhill but keep their name. It was agreed to show 'formerly Grateley & District' in new name.

Date of next meetings: Training Office 365 Friday 11 May 2pm – 4pm, Accounts training – 4:30pm

Training: Friday 11 May 2- 5:30pm

BoT: Monday 11 June 10am

Signed.....

Date.....