

Hampshire Federation of WIs

A meeting of the Board of Trustees was held at WI House on Monday 10 September 2018 at
6:30pm in WI House, Eastleigh

MINUTES

Attendees: **Maureen Levenson** in the Chair, Angela Brice, Tracy Baker, Penny Dunford, Christine Hayes, Julia Hender, Gina Ireland, Katrina Kemp, Gail Pussard, Ann Ryan, Denise Smythe-Wright

Company Secretary: Karen Panella

Observers: Ros Cooper, Cathy Winter

Apologies: Helen Carter, Mavis Jones, Alison Woolford, Melody Morgan (Forty Acres WI) – Melody will attend in November

Maureen welcomed everyone to the first evening meeting.

THE MINUTES of the June and August meetings were agreed and signed.

Outstanding Action Points:

JH to circulate Event Handbook in hand.

HCFWI Risk Assessment (KK): c/fwd

Vice Treasurer Job description (GP) c/fwd

1st & 2nd Vice Chair job description (JH/HC)

Online version of the magazine (JH/GP/KK/DSW) c/fwd

Food Hygiene & Regulations workshop (JH) added to the 2019 events plan

Paper for possible hire of WI House in hand (KK)

DECISIONS

Trustees attending the WI Adviser meeting on 1 October at 10am – ML/GI/JH

- Digital Champions: training on Office 365 organised for 10 October at 9:30
- **Equality & Diversity NF Policy reviewed and adopted.**
- **Update on Speakers and MCS:** Penny explained that together with Rachel Neudegg from her WI, they input all the Speakers onto MCS and although it took up a lot of time, Penny learnt many new IT skills from the exercise and enjoyed it.
They are awaiting a decision from NF re access for Hampshire members which may be through MYWI and are disappointed this may not be until the New Year. Maureen thanked everyone involved for all their hard work.
- **New Milton Sands WI Bylaw:** to note
 1. Membership numbers will be capped at 80, due to health & safety reasons, waiting list held by Treasurer – agreed.
 2. Priority admission given to those on the waiting list who are not members of another WI - agreement

Signed.....

Date.....

3. Committee members will remain at 10 - agreed
4. Committee drawn from members who are full members with New Milton Sands WI – this is not necessary as the constitution states this already.

Action: KP to reply

- **Eastleigh Spitfires WI: Byelaw allowing dual members to join the committee.** Agreed.
Action: KP to reply
- Micheldever WI will meet from 2:30pm from September 2018 not 7:30pm still on second Thursday of the month: noted.
- **Hampshire WI Resolutions:**
 1. **'Improving effectiveness through Biennial resolutions' submitted by Romsey WI 16/7/18**
 2. **Resolution from Langley WI 'Could it be Sepsis?'**

Both Resolutions agreed by the Board of Trustees and to be forwarded to NFWI.

Action: KP
- President of Rooksdown Revellers to be an Officer of Oakley & Deane WI: noted.
- ACWW voting and conference fee: it was agreed to give the Hampshire Delegate a discretionary vote at the conference.
It was also agreed that any interest incurred from 2016 to the restricted ACWW fund could be used towards the registration fee.
- It was agreed to offer chairs with wheels to WI members at £5 each, as they are no longer required. **Action: KP**
- Policy Decision update: agreed to invite 1 Adviser only to Board meetings **Action: KP**

1. DECISIONS BY EMAIL

- **WI House closure Christmas Eve:** declined, the staff will take A/L Christmas eve and 2nd January. **Agreed.**
- **GDPR Privacy Policy and consent forms sent in July posting:**

2. FINANCE

- a) Management Accounts: circulated and filed in SharePoint.
- b) Sub-committee budgets: Autumn Meeting budget approved, machine embroidery budget/Room at the Top/SSD x 4 all approved.
- c) Event Actuals are filed under SC Actuals in BoT SharePoint:
- d) £2880.00 paid to CBM Accountants 27/6/18. End of year accounts filed with Company House and Charity Commission
- e) Enrolled on Amazon Smile, which donates 0.5% of every purchase to HCFWI – to promote in the magazine and on social media.
- f) ACWW Certificate of Appreciation awarded to Hampshire WI in recognition of the completion of their pledge of £2500 to project 1021.
- g) Royalty Report from Alison Gardiner Designs Ltd (Centenary Mugs) £312 due, Karen to check the total sum received and advise BoT. **Action: KP**

Signed.....

Date.....

- h) Gurney-Champion Solicitor used to move to WI House Eastleigh has merged with Biscoe's and will be known as Biscoe's – request sent to return documents to WI House 23/7/18
- i) Ratification of minutes by email: After a short discussion, it was agreed to wait until the minutes are signed and continue with current practice.
- j) Wish list of equipment to carry out Federation roles: please send any requests to Karen, together with an explanation of how the equipment is used. Karen will write out to all committee members, requests by 12 October. **Action: KP**
Gail, Gina and Karen to meet to draw up a protocol regarding issuing equipment covering insurance for equipment in members' homes and cars, loss and broken equipment. If necessary, seek professional advice regarding the equipment; how it will be retrieved. It was also agreed that any equipment would be issued to the post holder, not the person. Alongside this there should be a policy regarding members using their own devices. **Action: GI/GP/KP**

HCFWI Year End 30 September 2018: Gail reminded all Event Managers to write a short article of any events taken place and send to her. **Action: ALL**

Gail will still budget for a deficit but is pleased to report that the Centenary events did well and thanked all the Organisers and WI members who supported the events.

No.	Name – 300 Club winners	WI	Amount
	July		
148	Stephanie Prince OF	Thorney Hill & Bransgore	£25
171	Pat Cole FOR	Bramley	£25
	August		
1	Denise Hadleigh of	Bramshaw WI	£25
117	Patricia White of	Horndean WI	£25
	September		

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Date.....

118	Vera Hogg	OF The Worthy's WI	£25
117	Polly Radford	OF Ashurst WI	£25

1. TRAINING

- Tracy Baker will attend the NF Resolution Shortlist meeting on 2 October in London

2. REPORTS

Chairman's report noted. Maureen mentioned that she had learnt that the Chairman's badge was not as valuable as she had been told. The Hampshire outer Rose is not made of gold but metal and is worth around £600. Karen will check the amount on the Insurance documents.

Action: KP

3. INVITATIONS

- Invitation to Dorset Fed Annual meeting 18 October – Gina and Gail will attend
- Winchester Heritage days 13 – 16 September, as a result of the brilliant Exhibition at the Discovery Centre in Winchester. Marilyn Roberts and Sue Atrill were approached to display exhibits and pennants at the Great Hall. They may also mention the Hampshire Resolution from Jean Johnson. Sue & Marilyn have it in hand.
- West Sussex Fed Invite: Tracy will ask if any Advisers wish to attend. **Action: TB**

4. COMMUNICATIONS

- Data Protection:** Karen will work with Gail to update spreadsheet re data use in HCFW
Action: GP/KP
- Magazine:** appointment of Communications Officer: this was agreed in principle in order to address continuity. June Hunt and Sue Atrill have agreed to be proofreaders. Denise, Katrina and Gina will write a job description to be distributed before the November meeting.
Action: GI/KK/DSW

5. REVIEWS

- Inter Federation Meeting Monday 9 July, Victory Hall, Stockcroft Road, Balcombe:**
Maureen and Gina attended and report circulated.
- Trustee Training 7 September: report from Gina.**
- Then, Now and the Future Hampshire WI Exhibition, Winchester Discovery Centre was excellent and congratulations given to Sue Atrill and Marilyn Roberts.**
- Cream Teas, Princess Caroline, both well attended and enjoyed by all.**
- Elvetham Hotel Dinner: excellent evening.**

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Date.....

- f) **Speaker Selection Day at Goodworth Clatford; went well.**
- g) **New Forest Show: quieter but still a good event and congratulations given to the WI Tent committee who won the Presidents Cup.**
- h) **Picnic at Hilliers: well attended and enjoyed by all.**
- i) **Romsey Show: quieter this year and tent out of the way but the committee worked really hard and it was a fabulous tent. Christine has 27 blankets for the Princess Anne Hospital.**

6. FUTURE EVENTS

Date	Event	Owner	Comments
13 – 16 Sept	Winchester Heritage Open Days	Sue Atrill/Marilyn Roberts	
17 – 20 Sept	Celebration Break at Denman	Helen Carter	
22 Sept	Performing Arts Competition Day, Barton Peveril College Eastleigh	Vara Williams	Need First Aider
6 October	Performing Arts Festival Concert, Barton Peveril College	Vara Williams	
16 October	Autumn Meeting	Karen Panella	Mikron Theatre Group booked, 2 acts x 45 mins
3 November	SSD, WI House	Penny Dunford	
2 – 4 November	National Council Meeting	Gail Pussard & Gina Ireland	
28 November	Coffee morning & UFO Sale	Gina Ireland	
December	Hamper Sale, the Covert Winchester - Application and fee sent 17/1/18	Maureen Levenson	Needs to be advertised
26 March 2019	Spring Council Meeting	Karen Panella	HC suggested inviting Head of Denman to speak
5 June 2019	NF Annual Meeting, Bournemouth	NF/Karen Panella	
22 October 2019	Autumn Meeting	Karen Panella	

- Village Books: with Publisher. They will cost £9.95 and can be pre-ordered.
- Timeline: on hold – use archive material gathered for the exhibition.

7. WI HOUSE: Intruder alarm serviced 12 June

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Date.....

Air Conditioning service carried out and Karen is in the process of obtaining 3 quotes to update the system. **Action: c/fwd**

Dorset and Wiltshire Federations visited Karen to find out more about Office 365

WI HOUSE STAFF: Jane Bacon has decided to retire, notice given verbally 4 July 2018 and in writing on 22 July. Job advertised and interviews took place on Thursday 16 August. Joanna Frampton was appointed and started training on 29 August. Jane's last day in the office will be Friday 28 September. Jane will come back to say farewell and help at the Autumn meeting.

8. CORRESPONDENCE

- Denman Management Appointments emailed to Board/WI Advisers and WI Presidents
- Winchester Cathedral Flower festival circulated by email to Board/Advisers and WI Presidents and Secretaries 5/7/18
- Federation Bye-Laws from Jana Osborne – none KP replied 5/7/18
- 2018 NFWI Annual Meeting video highlight details
- Submissions for the 2018/19 resolutions process sent to BoT/WI Advisers and WI Presidents and Secretaries 11/7/18
- Letter from volunteer co-ordinator at Methodist Homes, Live at Home schemes asking to work together to alleviate loneliness passed to Tracy Baker 30/7/18
- Denman current position
- National Training Team letter to BoT/WI Advisers and WI Secretaries 1/8/18
- Fit & Proper persons information from NF for Trustees/Directors of a charity sent to Board 2/8/18 – signed and filed.
- Cross Federation working example read aloud.
- The Queen's Birthday card sent to Board, WI Advisers, WI Presidents and Secretaries

9. ANY OTHER BUSINESS

- Email sent 5/9/18 to HCC to request hosting the Car Boot Sale in Worthy Lane as a fundraiser (KP)
- Tracy asked if someone could buy raffle prizes for the Autumn meeting – Karen offered. **Action: KP**
- Website updated for Mobiles
- 3 Pink Group Folders are missing: Brockenhurst/Bealieu and Romsey/Test Valley
- Ros showed a sample of a plastic mug and will show TP

Thanks given to Maureen Levenson who has chaired her last Board meeting before giving over the reins to Gina Ireland.

Date of next meetings: BoT: 12 November 2018 10am

Signed.....
Date.....