

Hampshire Federation of WIs

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

MINUTES

Attendees: Gina Ireland in the Chair, Angela Brice, Helen Carter, Christine Hayes, Julia Hender, Katrina Kemp, Ann Ryan, Denise Smythe-Wright, Alison Woolford

Company Secretary: Karen Panella

Observers: Barbara Withers, Louise Watson

Apologies: Tracy Baker, Penny Dunford, Gail Pussard

- **Staff Pay Rise agreed by Trustees in a Private Meeting before the start of the main Board meeting**

Welcome: Gina Ireland welcomed the observers to the meeting, Barbara Withers Trainee WI Adviser and Louise Watson, Ex Board Member and Ex Chairman of Creative Arts.

Gina would like to raise the profile of the WI in the community and encouraged Board members to be pro-active and initiate and accept invites which may bring in more members and create good publicity.

Gina would like everyone to think of the word CLICK which stands for:

C - Communication

L - Listen

I - Inclusiveness

C - Co-operation

K - Know How

THE MINUTES of the September meeting were agreed and signed.

Action Points Carried Forward from September:

Equipment wish for Role and protocol re-equipment GI/GP/KP. Karen suggested a payment to all roles to use their own equipment. Louise suggested leasing may be a cheaper option and take away the worry of replacement.

Action: Karen Panella to enquire re leasing costs - carried forward
House Hire see report from Katrina Kemp.

Signed.....

Date.....

Action: carried forward to strategy meeting.

Royalty payments from Alison Gardiner Designs 19/8/17 to date = £1189.00, noted.

Chairman badge is valued at around £600 but insured for £1621, noted.

Appointment of Magazine Editor – it was agreed to thank Jen Thomson for all her hard work and appoint a paid Communication Officer. 20 hours a month, salary £11 - £13 an hour depending on experience. Denise Smythe-Wright offered to be on the interview panel. Denise suggested the January magazine is mainly pictorial showing photographs of the centenary events. Denise will ask Lyn for the website photos and use photographs on SharePoint.

Action: Denise Smythe-Wright**Action: Gina Ireland to write to Jen****Action: Karen Panella to advertise the position and delete Jen Thomson email and access to Sharepoint.**

Air Conditioning quotes under decisions

Online version of Magazine - **carried forward to February strategy meeting (JH/GP/KK/DSW)**

Matters Arising:

GDPR Arford WI has a member who will not sign the consent form. NF confirm that you can still remain a member but all contact details should be removed from MCS. WI House address can be inserted for WI Life copy which can be used for promotion.

Helen would like clarification from NFWI should a member not want even their name on MCS and asked Karen to find out.

Action: Karen Panella

Charitable Trustees: Kitchen Dancers WI have queried Trustee personal liability – email reply sent stating Trustees are liable for the finances and decisions made by their WI – protections in place to avoid a deficit such as bank statements to be shown at every committee meeting/2 signatories and decisions made should be agreed and minuted to avoid risk.

Angela Brice has successfully completed the NFWI Judges Training in Craft – well done Angela.

Maureen Levenson has accepted the role of Resolutions Adviser, thanks to Tracy Baker for her work so far. Tracy Baker and Katrina Kemp will continue to work with Maureen.

DECISIONS

- **HCFWI sales rise includes annual events and competitions and house hire etc. – 2 percent increase AGREED**
- **Trustees attending the WI Adviser meeting on 3 December at 9:30am** – Julia Hender/Gina Ireland
- **Calendar Theme for 2021 (Theme for 2020 is 'Old Hampshire')** - after a short discussion it was agreed the theme for 2021 will be 'Happy Hampshire' (whatever makes you happy in Hampshire). It was agreed to review the style of the calendar – Karen will research new designs and prices although it was felt that members would still want the detachable postcards.
- **Charlton WI Byelaw to note:**
No to agreeing girls under 18 attending meetings if accompanied by an adult
No to agreeing girls under 18 attending other events organised by Charlton WI
- **ACWW:** call to host the 31st Triennial World Conference in 2025 submissions by 1 January 2019 – triennial report sent October 2018
- **Email Permissions:** every sub-committee member can now edit the Events folder

Signed.....

Date.....

- **Yearbook information:** agreed to put in Officer Telephone numbers if they have returned a signed consent form and Hampshire email addresses only.
- **Email Policy:** suggestion that any correspondence from HCFWI should only be sent to the secure Hampshire email addresses, not discussed.
- Group Email low take up, WI Advisers to push.
- Facebook: Sue Crump given admin rights to Hampshire WI Facebook page 10/10/18
- Twitter account to consider again once a Communications Officer is in place.

Action: Carried Forward

- Policy Decision made at BoT 10 September to invite 1 Adviser to Board meetings – WI Advisers not happy with this decision. After discussion it was agreed to change this decision to 1 Adviser plus 1 Trainee Adviser.

Action: Karen to update Policy document

- Resolution meeting – Advisers should attend free of charge.

Action: Karen to update Policy document

- Marilyn Holehouse, Dorset Federation to stand for 2019 – 2021 NFWI Board Election, noted.
- **Air Conditioning quotes:** ARH/RJS Cooling and Internal Environments. It was agreed to appoint ARH to carry out the work ASAP. Total cost £24,270 including vat

1. DECISIONS BY EMAIL

WI Adviser re-appointment 2019 emailed to Board 10/10/18 - 8 voted yes in agreement.

2. FINANCE

- Report from Treasurer, noted.
- Management Accounts: circulated and filed in SharePoint.
- Event budgets: SCM. Darts approved
- Event Actuals are filed under SC Actuals in BoT SharePoint (WIFest, Darts + (£311.48), Quiz + (£2364.59), Terracotta Warriors + (£83.92)

No.	Name/Month	FOR/OF	WI
	October		
52	Gemma Hounsell	For	Herriard & Lasham with Bentworth
132	Marie Stephenson	OF	Ringwood & Hangersley WI
	November		
121	Ann Kelly	OF	Ashurst WI

Signed.....

Date.....

140	Margaret Sibley	OF	Alton WI
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Denman Dip draw at the Autumn Meeting (2 x £230)

Marilyn Roberts, Oakley Afternoon WI

Lyn Giles, Woolston & Sholing WI

Friendship Fund: £480 cheque sent to Aldershot WI as agreed. Alison Woolford said that they expressed their gratitude for this money and are working very hard to plan events and fundraise.

1. TRAINING

Angela Brice mentioned that she is looking to train as a Food Judge at NFWI.

Christine Hayes and Sue Crump are in the process of completing the online Digital training.

2. REPORTS (taken as read)

Chairman's report

MCS report

ANC report

3. INVITATIONS

2 Trustees invited to Somerset WI Carol Festival at Wells Cathedral on Wednesday 12 December at 2:30pm, Angela Brice will attend.

Action: Angela to ask Tracy Baker and let Karen Know.

4. COMMUNICATIONS

Job description received from Denise Smythe-Wright and post to be advertised as agreed above

Village Books: Radio Berkshire interview with Sue Atrill on Tuesday 6th November

Wanted – New IFE's advertised on Website and Facebook. IFE's on MCS needs updating – Karen to speak to Sue Macdonald and update.

Action: Karen Panella

5. REVIEWS

- 1) Winchester Heritage Open Days: went well, good profile for HCFWI.
- 2) Celebration Break at Denman: very good and coped with power cut.
- 3) Performing Arts Competition: brilliant but disappointing attendance. Some of the winners have been invited to perform at the Spring Council Meeting.
- 4) Autumn Meeting: lots of compliments received, good meeting, Mikron Theatre Group were brilliant. Sax Player filled in at last minute for Tea for Two entertainment. Noted that some members would prefer a morning Speaker. Comments about the Mayor noted. One verse of Jerusalem agreed.
- 5) Village Books: selling well on sale or return basis.
- 6) SSD, WI House – agreed to man the car park and allow one car at a time to go through the gate and park. Requested chair moving trolley. Agreed to trial leaving the chairs out in theatre style.

Signed.....

Date.....

- 7) Group Get Together: went well, a follow up meeting will be organised.
 8) ANC – Gina and Gail attended see report.

6. FUTURE EVENTS

Date	Event	Owner	Comments
21 November	Resolution Meeting (pm & eve)	Maureen Levenson	
8 December	Goodie Box Sale, the Covert Winchester - Application and fee sent 17/1/18	Maureen Levenson	Email to WI Presidents and reminder on Facebook 7/11 and 13/11
25/26 January	Machine Embroidery	Brenda Fletcher	Full
2 February	Promotional stand at 1Community event in Eastleigh	Gina Ireland	
8 February	Machine Embroidery	Brenda/Kathryn	New date to offer unsuccessful
February	End of Year Accounts Training	Tracy Baker	Needs to be advertised
8 March	Room at the Top	Wendy Megeney	In hand
20 March	SSD, Portsmouth	Penny Dunford	
26 March 2019	Spring Council Meeting	Karen Panella	In hand
17 April	Coffee Evening + UFO's	Sue Phillips	
5 June	NF Annual Meeting, Bournemouth	NF/Karen Panella	
19 June	Synagogue Visit	Maureen Levenson	
1 & 2 Jul	WI Officer Training	Tracy Baker	
3 Jul	Communications Training		
12 Jul	SSD, Chilbolton	Penny Dunford	
16 Jul	Walk & Cream Tea, Portsmouth	Sue Macdonald	
30/31 & 1 Aug	New Forest Show		
11 Sep	Science Lunch, Lyndhurst	Katrina Kemp/Tracy Baker	
14 Sep	Romsey Show		
22 October	Autumn Meeting	Karen Panella	Morning Speaker booked Sally Becker
2 Nov	SSD	Penny Dunford	
2 – 4 November	National Council Meeting	Gail Pussard & Gina Ireland	
26 Nov	Resolution Meeting	Maureen Levenson	
2 Dec	Christmas Lunch	Mandy Oakenfull	

➤ Timeline: on hold – use archive material gathered for the exhibition.

Signed.....

Date.....

7. WI HOUSE

Office Chairs sold @ £5 total received £55
 Projection screen sold to Ros Cooper for £20
 TV and Trolley installed.
 Evacuation Chair by law to be serviced @ £79.95 plus vat in November.
 Electrician appointed to repair broken lights and re-new bulbs and transformers. 2 x LED lights fitted in TP room.

8. WI HOUSE STAFF

Staff Christmas lunch is Thursday 13 December – office closed.

1.1's carried out. **Recommendations:**

- Finance pack and unpack the stock for Annual Meetings - **AGREED**
- All staff have copy of the Treasurer's training – Tracy Baker to send.
- Volunteers submit their expenses within a month and not paid if submitted after 3 months – late requests make it impossible to prepare an actual; **AGREED**

9. CORRESPONDENCE

- Long List of Resolutions sent to Board/WI Advisers/WI Presidents & Secretaries 24/9/18
- Community First member support to include free legal helpline
- England V Uganda Netball Offer send to WI Presidents/Secretaries, Board and Advisers 26/9/18
- Get Creative Festival 11 – 19 May 2019 sent to WI Presidents and Secretaries, Board and WI Advisers 3/10/18
- Chilworth WI complained about the Mayors comments at the Autumn meeting – should we invite the Mayor going forward? No decision made.
- Complain about Sparsholt Jumble Sale – dealt with.
- Denman Bursary Feedback – Shelia Sweeney
- One Community asked for a flyer in the next posting highlighting 'Neglect' Agreed.
- 20% Discount for WI Members forwarded to WI Presidents and Secretaries 22/10/18
- Resolution Shortlist sent to Board/WI Advisers and Presidents and Secretaries 22/10/18. The Resolutions shortlist is:
 1. Improving Plant Biosecurity in the UK
 2. Trees – Improving the Natural Landscape
 3. Pelvic Floor Education
 4. Suffering in Silence; 3end the taboo around Menstrual Health
 5. A call against the decline in local Bus services
 6. Don't Fear the Smear
- Federation Representatives Scheme discontinued with immediate effect – letter from NF 18/10/18
- Reusable bags in the village – email from local Alverstoke resident suggesting HCFWI ask all WIs to make shopping bags to reduce plastic received 29/10/18 – acknowledged. To pass to Events Team.

Signed.....

Date.....

- End Plastic Soup details from NF sent to Board, WI Advisers, WI Presidents and Secretaries 30/10/18

10. ANY OTHER BUSINESS

- **Possible new daytime WI in Netley Abbey**, meeting scheduled for 21 November at St Edwards Church. Julia asked to attend – Barbara Withers will email the details to Julia.
Action: Barbara Withers
- **Invite community groups to coffee mornings:** agreed to buy a stand to advertise coffee mornings outside WI House
Action: Karen Panella
- **Alton & Austen Groups have merged and will be called ‘Austen Group’.**
- **Gina laid a wreath with Cathy Winter from Olivers Battery WI at Winchester Cathedral Remembrance Service and would like this to be an annual event.**

Date of next meetings: Bring & Share lunch Monday 10 December 12:30, WI House cancelled due to lack of attendees.

BoT: Monday 14 January 10am

Apologies: Julia Hender

Signed.....

Date.....