

Hampshire Federation of WIs

A meeting of the Board of Trustees was held at WI House on Monday 11 March 2019 at  
10:00am in WI House, Eastleigh

# MINUTES

**Attendees:** Gina Ireland in the Chair, Angela Brice, Helen Carter, Penny Dunford, Christine Hayes, Julia Hender, Katrina Kemp, Gail Pussard, Denise Smythe-Wright, Louise Watson

**Company Secretary:** Karen Panella

**Observers:**

**Apologies:** Annette Bradshaw, Tracy Baker, Ann Ryan, Alison Woolford

## Welcome

**Following nominations for Federation Officers, they remain unchanged:**

Chairman           Gina Ireland  
1<sup>st</sup> Vice Chair     Julia Hender  
2<sup>nd</sup> Vice Chair     Helen Carter  
Treasurer          Gail Pussard

The Officers will meet on 27 March to discuss Trustee roles – Trustees should let Karen or Gina know their preferred roles.

**THE MINUTES of the January & Strategy meeting having been circulated were agreed and signed.**

**Action Points Carried Forward from January/February:**

Pat Testing at Denman (HC) not a legal requirement but a visual inspection should be carried out before use of any equipment.

Buddy Louise Watson & Barbara Withers notified by Karen Panella

**Matters Arising:**

**\*NFWI Board of Trustees 2019 – 2021**, nominations given to Karen to complete ballot paper and return to the Teller. **A/P Karen Panella**

**Speaker Selection Team:** Penny raised concerns over the rise in the number of charities asking for inclusion in the Yearbook. The Board agreed to give the Speaker Selection team the discretion to exclude charities if they feel uncomfortable with their content.

**NF Resolution Results:**

The results of the 2019 Resolution shortlist selection process are:

2019 resolutions		Selections
1	Improving plant biosecurity	13,010
2	Trees- improving the natural landscape	18,959

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3	Pelvic floor education	8,401
4	Suffering in silence- menstrual health taboo	8,912
5	Decline in local buses	35,194
6	Don't fear the smear	20,825
<b>Total selections received to date</b>		<b>105,184</b>

This year's total is the most selections cast since the individual selection process was introduced, with over 105,000 selections cast by members.

In order to allow members the opportunity to work on a breadth of issues, the NFWI Board of Trustees has decided to put forward the top two resolutions to the Annual Meeting.

The wordings of the resolutions are as follows:

#### **A call against the decline in local bus services**

*Wording - Over the last decade there has been a massive decline in the number of bus services, particularly of those in rural and semi-rural areas. In order to alleviate loneliness, improve health and wellbeing, as well as promoting sustainable development, the NFWI calls on the Government and local authorities to increase subsidies and work in partnership with bus companies and community transport operators to enable an adequate provision of services.*

#### **Don't fear the smear**

*Wording - Cervical screening saves around 5,000 lives a year, yet attendance is currently at its lowest for a decade. The NFWI urges WI members to attend routine screening, to take action to raise awareness of the importance of cervical screening and address barriers to attendance to help eradicate cervical cancer.*

**You can find a selection of resources to help you learn more about the resolutions on the WI website and on My WI.**

#### **DECISIONS**

- Following an Officers meeting on 21 February 2019, please find the following **recommendations:**  
Revised First Vice Chairman job description  
Revised Second Vice Chairman job description  
Revised Digital Champion job description  
Julia asked if the job descriptions could enhance HCFWI strategy and vision, Karen offered to write another draft job description for the Officer roles for the next meeting.  
**Action: Karen Panella**
- Denise Smythe-Wright attended the Climate Change Ambassador training and thought it was excellent. In the future, the plan is to enrol local heroes to promote and support climate change. Denise would like to empower women to make a more positive impact on Society and how everyone can take part in all sorts of ways. Gina asked Denise to write a short paper on her plans.  
**Action: Denise Smythe-Wright**
- WI House Hire: **recommendation** to promote use of WI House to WIs for meetings and fundraising @ £10;30 an hour and £15 an hour for use of the computer suite. Extra publicity for fundraising can be sought from 1Community and BID. **AGREED**  
**Action: Karen Panella**  
**Recommendation** to prepare job description for the Denman Ambassador, Completed.

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**Recommendation** to promote good practice for WIs 'What works for you' and have articles in the magazine. **AGREED.** **Action: Karen Panella/Pamela Hill**

**Recommendation** Officers meet after February and before the August Strategy meetings to discuss any carried forward actions and make recommendations to the next Board of Trustee meeting. **AGREED.**

- ACWW Nominations sent 16/1/19 for positions in ACWW – Maureen Levenson & Moira Hammond from Suffolk Fed
- Trustees attending the WI Adviser meeting on 18 March at 9:30am: **Gina Ireland.**
- Guidelines for supporting WI members with Dementia (BG Paper), agreed in principle to await final version for ratification.

### 1. DECISIONS BY EMAIL

Quote to go into a press release promoting a public education film on decimalization of prostitution **AGREED**

### 2. BYLAWS for ratification

- Netley Abbey Evening WI have a Bye Law to limit their membership to 66. They would now like to increase the cap to 70 so that they can clear the waiting list. Ratified by the Board. Karen to reply to the WI. **Action: Karen Panella**

### 3. FINANCE

- Report from Treasurer: Gail Pussard stated that we should be clear that we need to fundraise and all our events should cover our overhead costs. There is a slight concern about the lack of fundraising events organized for the year, this will be discussed at the next events team meeting. The Federation is running with a financial deficit and Julia asked this to be put on the Risk Register.
- Management Accounts: circulated and filed in SharePoint.
- Event budgets: Cardiff Holiday, Skittles approved. It was agreed the budget form should be reviewed, Gail will work with Finance. **Action: Gail Pussard/Finance**
- Event Actuals are filed under SC Actuals in BoT SharePoint: MCS Training +£261.38
- ACWW 50% of registration fee paid to Hampshire Delegate (Maureen Levenson) for the Triennial World Conference - £220.00
- Gift Aid: Gail has produced an access database, which can be linked to a downloaded, excel spreadsheet from MCS and show subscription payments. This is work in progress and Gail will share her results with NF. **Action: Gail Pussard**
- Equipment for roles: Gail suggested offering a reducing loan agreement over a 3-year period to source equipment for an HCFWI role when justified. The loan should be paid back pro-rata if the person leaves the role before the end of the 3-year term. Gina asked the Trustees to vote and it was carried with no objections. Gina asked Gail to write a policy paper on this. **Action: Gail Pussard**
- 300 CLUB FEBRUARY**

No	Name	FOR/OF	WI
21	Tricia Couch	OF	Shirley WI
178	Ann Hampton	OF	Bramshaw WI

Signed.....

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## 1. TRAINING

Chairman's report from Chairman's workshop at Denman circulated and in SharePoint.

## 2. REPORTS

Chairman's report filed in SharePoint.

## 3. INVITATIONS

- Chairman invited to go into draw for the Royal Garden Party Wednesday 29 May 2019 email sent 6/2/19 – unsuccessful.
- Denman Ambassadors Conference 12 – 13 May Conference including accommodation and meals covered by Denman, Federation asked to pay travel costs. Helen will attend.
- Invitation for Gina and a Trustee to attend a musical evening at Haywards Heath on Friday 29 March at 7:30pm. **Gina and Julia will attend. Action: Karen Panella**

## 4. COMMUNICATIONS

1. A short discussion took place on mental health following the Dementia paper from Barbara George. It was agreed that mental health week (13 – 19 May) and others could be advertised in the magazine and on Facebook. **Action: Karen Panella**
2. Penny Dunford and Katrina Kemp were asked to write an article on 'Sharing the load' for the magazine and show good practice. **Action: Penny Dunford/Katrina Kemp**

## 5. REVIEWS

- Machine Embroidery (Jan/Feb), Tutor was excellent but it was felt this event was too cheap and a closer eye on budgets should be given if it runs again. Louise felt the day should be an experience for members and perhaps include catering.
- 1Community Event, the Point, Eastleigh (2 Feb), well attended. Gina will promote the Red Box project at the Spring Council meeting.
- Potential Adviser meeting (2 Feb) – Alison and Annette ran a very productive session to encourage new Advisers. It was very successful and three potential Advisers were recruited.
- End of Year Accounts Training (20/21 Feb), examples were incorrect (typo's and accounts did not add up). If the errors are from NF then Tracy should make this known to them. It was felt the event should be publicized for existing Treasurers not new Treasurers. Agreed this training should be repeated every year.  
**Action: Tracy Baker**
- Room at the Top (8 March), great event, food excellent and three inspirational Speakers. Everyone agreed to try to host more events with inspirational women speakers.
- Digital Drop in WI House (8 March): Christine Hayes was overwhelmed with both the number of attendees and the technical questions, she was asked. It was suggested to advertise a particular topic for each session going forward. Karen will find out if Vickie is available if required on 26 April depending on numbers.  
**Action: Karen Panella**

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Christine to liaise with Sue Crump with regard to advertising the May drop in topic.

**Action: Christine Hayes/Sue Crump**

Feedback from session: the instructions for Office 365 need updating and also those members using Office 365 asked for more edit rights. Karen will liaise with Absolute Technology and address these issues.

**Action: Karen Panella**

- POLICY DOCUMENT: carried forward to a future meeting.

## 6. EVENTS TEAM UPDATE

**Personal Safety training workshop** – email received asking if we would like a workshop 27/2/19, holding reply sent 28/2/19

Date	Event	Owner	Comments
19 March	Filming at WI House	Maureen Levenson	All trustees invited to attend
20 March	SSD, Portsmouth	Penny Dunford	In hand
26 March 2019	Spring Council Meeting	Karen Panella	In hand
17 April	Coffee Evening + UFO's	Sue Phillips	
26 April	Digital Drop in session	Sue Crump/Christine Hayes/Gail Pussard	
<b>5/6 May</b>	<b>Broadlands Show</b>	<b>Gina Ireland</b>	
15 May	Delegates Meeting	Maureen Levenson	
31 May	Digital Drop in Session	Sue Crump/Christine Hayes	
5 June	NF Annual Meeting, Bournemouth	NF/Karen Panella	
15 June 7:30pm	Line Dance	Maddie Oakenfull	
19 June	Synagogue Visit	Maureen Levenson	
24 June	ACWW Day	Maureen Levenson	
25 June	IFE Training	Gail Pussard	
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		
9 August	MOT Day Training	Karen Panella	
10 Sep	Science Lunch 'Maths', Lyndhurst	Katrina Kemp/Tracy Baker	
14 Sept	Romsey Show		
14 – 21 Sept	NFWI – WI Performing Arts Week		
15 Sept	Winchester Cattle market Car Boot Sale £90 paid 7:30 am start (car £7,	Gina Ireland	

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	car with trailer or small van £10, large van £12)		
2 October	Darts Final, Weeke Winchester	Marian Dewey	
October	Quiz Final, Pavilion in the Park, Eastleigh	Sue Macdonald	
22 October	Autumn Meeting	Karen Panella	AM Speaker booked Sally Becker/PM entertainment Tom Canning as Tom Jones
29 October	MCS Training	Ros Cooper/Annette Bradshaw	
30 October	Archivist Day	Marian Reynolds/Sue Atrill	
31 October	MCS Training	Ros Cooper/Annette Bradshaw	
2 Nov	SSD	Penny Dunford	
2–4 Nov	National Council Meeting	Gail Pussard & Gina Ireland	
26 Nov	Resolution Meeting	Maureen Levenson	
25 March 2020	Spring Council Mtg & AGM	Karen Panella	
5 June 2020	NF Annual Meeting, London	Karen Panella	
18 – 20 Sept 2020	Hampshire Denman Break	Helen Carter	

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

#### 7. WIs:

Hayling Island Afternoon suspended 11/2/2019

Netley Abbey Aft WI first meeting 6/3/19 difficulty in sourcing Officers – suspended 6/3/19

Rowlands Castle WI – Officers?

New WI opened 28/2/19 Bordon Belles WI

Bassett WI will suspend 13/3/19

#### 8. WI HOUSE

- Air Conditioning electrician will work 2 – 5 April – confirmed. They have suggested having covering over the Air Conditioning units to prevent the pigeons from nesting – **AGREED.**
- New member folders three quotes Colour Company £877.50/Footprint £884/Diguru £1240 all plus vat. Agreed in principle but try ‘The Print Room’ in Chandlers ford as well. **Action: Karen Panella**
- Filming at WI House on Tuesday 19 March for Transparent TV company on legalizing prostitution asking for WI thoughts
- Screws need replacing in Lift **Action: Karen Panella**

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**9. WI HOUSE STAFF**

No issues

**10. CORRESPONDENCE**

- Lady Denman Cup ‘Amazing Discoveries’ in January posting
- Mother’s Day at Denman, Sunday 31 March emailed to Board, WI Advisers and WI Presidents and Secretaries 6/2/19
- Denman events update sent to BoT/WI Advisers/WI Presidents and Secretaries 30/1/19
- Broadlands Country Show 5/6 May 2019 – promotional table email sent to Events Team 13/2/19, awaiting volunteer numbers.
- Mental health link with Samaritans sent to BoT/WI Presidents 19/2/19
- NF Raffle tickets email 20/2/19 to BoT/Advisers
- NF Walking Netball Development workshop sent to BoT/WI Advisers and WI Secretaries 27/2/19
- NF Walking Netball amendment email sent 28/2/19 to BoT/WI Advisers and WI Secretaries

**11. ANY OTHER BUSINESS:**

Denise Smythe-Wright agreed to write a short report on the SCM.  
Trustees encouraged to sell raffle tickets as 60% of sales goes to the Federation.  
Karen asked for photos and PowerPoint information for the SCM ASAP.

**Date of next meetings:**

**Officers meeting 27 March 10am**

**BoT Monday 8 April: apologies Angela Brice, Helen Carter, Penny Dunford & Alison Woolford**

**BoT Wednesday 12 June 6:30 start: apologies Christine Hayes, Katrina Kemp**

**MOT Training Day, Friday 9 August**

Signed.....

Date.....