

## **LANCASHIRE FRIEND**

Minutes

25<sup>th</sup> October 2005

**Present:** Wendy, Nick, Pat, Ian P, Ian H, John, Cathy

**Apologies:** Jenny, Les, Paul, Von, Fiona

### **1. Minutes of last meeting**

Agreed

### **2. Matters Arising**

#### **Chris Walton**

Nick wrote a letter of thanks and asked Chris to conduct a handover of the website to Wendy. Following Chris's response, Nick asked if Jason would be able to help via phone or e-mail and Ian H agreed this on Jason's behalf.

Pat informed the group that Walter, Vice Chair of FLAG in Burnley, is attending a 30 week intensive IT course and has offered help with the website which is gratefully accepted, if needed.

#### **Freshers Fayre**

Les reported back that this had been a good event with some leaflets and information distributed. It was worthwhile for Lancashire Friend (LF) to be visible at that type of forum.

### **3. Training**

Von mentioned Helen O'Neill in connection with training so Nick has tried to contact Von over this. He has also tried to contact John Marsden about training in switchboard skills. He is looking at running an interim short training session approx. 2 – 3 hours on a Saturday or Sunday in mid to late November. To run alongside the interim training, volunteers, if interested in switchboard skills, can observe Nick or Les running the computer / phone system.

Those interested in the interim short training initially should contact Nick to let him know their availability in November. This will not mean any obligation on their part. Please contact Nick via phone or e-mail.

Ian P reminded Nick that there was a training booklet produced previously. Nick will try to find a copy of this. Ian offered to run the short training if Helen or John unavailable. Nick thanked Ian for this.

Nick has also put in the funding bid to the Community Network and should find out if its successful in November. This will fund two separate days' training.

### **4. Switchboard**

The switchboard is currently open Tuesday to Thursday 7.30pm to 9.30pm. Nick would like 2 people in on each night, mainly as it is currently a Health and Safety issue. Volunteers are more than welcome to come in and do other jobs in the office. A list of jobs that need to be done will be up on the main whiteboard in the office and you can choose what you feel best suited to and work on that. Please call Nick about this or set up a time so a one to one chat can be arranged.

## **5. Executive Reports**

### **Chair**

Blush packs are condoms etc packed on behalf of the PCT (Primary Care Trust). LF would like to say a HUGE thanks to John for putting such an effort into this. Nick has asked one of the volunteers to organise distribution to local venues. This will be in place this month. LF will also record the number of packs delivered so data is available to the PCT (when funding is queried)

### Vacancies

There are still lots of jobs for people to help with and these could be combined with being the second person on a switchboard night. These include: events co-ordinator (to keep up to date with local venues and organisations and to promote LF events to volunteers and other interested parties); help with the website to introduce a quarterly e-mail newsletter to potential service users through associated agencies; administration jobs in the office and data analysis. For more details on any of this, call Nick.

Pat suggested a Christmas card could be designed and sent to all associated organisations / surgeries / schools etc. All agreed this was a great idea. Wendy and Ian to bring designs to the next meeting.

### Assorted extras

Job descriptions for people on the Executive are in the process of being done.

Changes to the Constitution may have to be made as we need to update this prior to the AGM in February

Membership – Nick has had a few more enquiries and may be looking at introducing a three tier system; social / volunteers / executive role.

BIG thank you to Chi and Sharon for their positive response and support in providing a face to face counselling service to service users.

### **Website**

This has been updated again with a report on the cinema night and details of forthcoming social events. Wendy has also included some new links including the gay allotment group from Gay Healthy Alliance Project and the Lesbian motorcycle group.

### **Secretary**

Wendy gave her apologies for sending a letter to long term volunteers that included the words 'You recently expressed an interest in...' This will not happen again.

Wendy had contacted two places in regards to a Christmas meal on December 2<sup>nd</sup> – the Swallow Hotel in Samlesbury and the Voodoo Lounge in Preston. Awaiting prices.

### **Befriending**

Nick and Les are currently having discussions about a big push on the Befriending service as LF excels at this and has excellent volunteers to run this so we will be writing a leaflet about befriending and having it available to download and as part of an e-mail to interested parties. We will also be updating the befriending policy. Ian H asked if the guidelines regarding befriending those under 16 needed to be tightened and volunteers asked for CRB checks. Nick will look at this. Pat also suggested a small advert in local papers for the befriending service.

### **Treasurer**

Nick and Paul will be meeting this month to do a proper handover with regards to the Treasurer's role. Funding bids are underway for CVS Newsletter and the Lloyds TSB Foundation are considering an application after asking for further clarification. Nick and Paul have to produce the Annual Return by the end of January and this will be done in the next six weeks.

### **6. FLAG**

FLAG had their AGM on the 24<sup>th</sup> October. The committee was re-elected. Burnley CVS newsletter – LF, FLAG and the police liaison officer all tendered articles for this publication.

### **7. AGM**

This will take place after Christmas, probably in February. Date, venue and timetable to be confirmed

### **8. Social Events**

It was reiterated that these must be supported, as they are the public face of LF. Bonfire Night is at Witton Park at 7pm. Ian suggested Bingo evenings and Quiz nights.

### **9. Ideas / AOB**

World AIDS Day. Nick hopes to speak to Allan soon but suggested we attend the vigil at Blackburn Cathedral as a group and this was agreed. Date to be confirmed.

FLAG is having a World AIDS Day cabaret evening. Tickets £2 (inc. raffle and buffet)

As the Civil Partnership Bill will be law in December, it was discussed having access to legal advice through the switchboard on matters arising from this change in the law. This is already on the website. We would have to check liability on this.

Ian P suggested contacting LGF in Manchester to get advice on expanding the organisation and providing a professional service. This would share good practice amongst the LGBT community and builds confidence in LF as an organisation. This was felt to be a really good idea as we could draw on their experience. Ian P will set up a meeting or ask to shadow one of their meetings.

**The next meeting date is Tuesday 29<sup>th</sup> November 2005 at 7.30pm**

The meeting closed at 8.50pm