



Executive Committee Meeting Minutes Wednesday 9th June 1999.

Present:- Ken, Clive, Maggie, Alistair, Viv, Jeremy.

Apologies:- None.

Matters Arising from the Minutes of the Last Meeting:-

The Clitheroe Advertiser:- has now been paid for the advert.

Outlook Magazine:- Maggie has spoken to editors (John and Simon) via e-mail regarding placing an advert with them. They have been sent all our publicity material (leaflet, poster etc.) so that they can create an advert incorporating our corporate graphics and colours. The advert has been booked. The artwork, design and wording are yet to be done which will need to be passed by The Executive Committee. *Action Maggie & Executive Committee.*

NOW:- (North of Watford, formerly APN) discussion around this was deferred until the next Executive Committee Meeting. *Action Executive Committee.*

Citizens' Advice Bureaux and Councils for Voluntary Services:- (regarding distribution of leaflets and posters), refer to agenda under "Publicity".

Press Releases:- Via The National Lottery, Maggie has sent press releases to all the National Dailies and Sunday Newspapers with a quote from Clive expressing our delight. We have been mentioned on BBC Radio Lancashire and we have received calls from National Friend and Preston Community AIDS Support Team (C.A.S.T.) to congratulate us on our great achievement. (copies of some of the press cuttings are attached to these minutes, encs.) The National Lottery has asked us for copies of all press cuttings. *Action Maggie.*

Rotas:- The policy as set at the last Executive Committee Meeting is to be on display next to the board in the office. *Action Alistair.*

Volunteers' Week:- This was attended by Maggie who said the event was a great success and we were presented with our certificate of affiliation to National Friend, which is on display in the office.

Display Board:- There have been NO volunteers to put up the display board in the office. There are other items, which need to be framed and properly hung. *Once again are there any volunteers to do these simple tasks please?*

College Courses:- Any volunteers wishing to apply for college courses need to let Maggie know by 1.7.99. of the course details, costs and dates. Flexibility may be required regarding numbers of applicants wishing to attend specific courses.

Law Centres Federation:- For any volunteers wishing to attend, this will be a regular monthly commitment. Jeremy has expressed a wish to go. Maggie is to call the Law Centres Federation to see if this is OK. Maggie also wished to attend in her capacity as worker. *Action Maggie.*

Lesbian Information Service:- Maggie is to furnish The Executive Committee with further information regarding her possibly joining their Steering Group Committee as she feels it does have relevance to bear on her work for ELLGaS. *Action Maggie.*

Business Plan:- This item was deferred a second time.

Volunteers Travelling Expenses:- As of 1.6.99. travelling expenses for ALL ELLGaS activities will be paid. Any claimants should see Clive and fill out an expenses form. They will then be paid in cash or by cheque as appropriate. The funds are available now but they are not unlimited so we need to be watchful of our actions. In other words "don't go mad!"

Petty Cash:- A cheque for £39.77 was written out to petty cash to make the tin up to £40.00 exactly. This is now to be a monthly procedure and will happen on the evening of each Executive Committee Meeting. It was agreed that, as stamps are a great user of petty cash resources, we should have a separate tin containing £100.00 worth of stamps (a mixture of 1st and 2nd Class). This will be accessible by the Secretary and the Worker. People felt happy about receiving their minutes through the 2nd class post. *Action Jeremy, Clive, Alistair & Maggie.*

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### Agenda:-

Memberships, Publicity, Treasurer's Report, Lesbian Group, Needs Assessment, Workers Items of Business, Data-base, Computers and Security.

### Memberships:-

Daniel's application was ratified and accepted (as he has been met already at the AGM) subject to successful references, which have been sent for.

### Publicity:-

It has become apparent that Keith may not be able to give us the commitment to publicity matters that we had hoped for. It was agreed, therefore, after some discussion, that Maggie should take over publicity work with Keith's liaison and the support of The Executive Committee. She will use Keith as a resource and report to The Executive Committee whilst NOT needing to ask permission on all aspects within the publicity budget. *Action Maggie.*

### Treasurer's Report:-

As at 31.5.99.

|                           | <u>£</u>  | <u>Budget Head (i.e. funding source)</u> |
|---------------------------|-----------|------------------------------------------|
| Balance brought forward   | 2,096.73  |                                          |
| Less Outgoings:-          | 687.88    | Joint Finance (Support Worker)           |
|                           | 9.51      | Joint Finance (Communication +)          |
|                           | 422.89    | East Lancashire Health Authority         |
|                           | 16.50     | other                                    |
|                           | 1,747.65  | National Lottery (small grant)           |
| Plus Income:-             | 10,000.00 | Joint Finance (Support Worker)           |
|                           | 1,189.00  | Joint Finance (Communication +)          |
|                           | 576.55    | other                                    |
|                           | =====     |                                          |
| Balance carried forward:- | 10,977.85 |                                          |
|                           | -----     |                                          |

### Lesbian Group:-

Viv and Maggie are to liase regarding the possibility of placing an advert to see if there is a market for this. *Action Viv & Maggie.*

### Needs Assessment:-

A lengthy discussion took place regarding the winding up of this unfinished project from 1995. It was funded by The East Lancashire Health Authority and was subcontracted out to an agency that has not honoured its word. It was agreed that the priority regarding this matter was acquisition of the information held that we need for our own development. *Action Executive Committee.*

### Worker's Items of Business:-

Helpline Skills Training:- Maggie has been speaking to The Telephone Helplines Association. Their Training officer would be prepared to design us a course for (£500-£600). This was given the go-ahead. The proposed date for this to take place is Sunday 25.7.99.

Campaign for repeal of Section 28:- there were no volunteers interested in this.

Conference on homophobic bullying:- (Monday 28.6.99. in Bristol) there were no volunteers interested in this.

BA in Creative Therapies:- there were no volunteers interested in this.

Police Meeting:- The next meeting is on 28.6.99. Ken agreed to go

Gay to Z:- they have been supplied with our up-to-date details (address, phone numbers, e-mail, etc.) and 50 words submitted as to what we are about.

National Friend Newsletter:- anybody interested in reading this, please ask Maggie.

National AIDS Manual:- It costs £120.00 to subscribe. It was agreed that this was too expensive and that we should, therefore, not subscribe.

National Friend Meeting:- Maggie is attending a National Friend Meeting on 12.6.99 in Birmingham to discuss the Coming Out Day plans. She will report on this at the next Executive Committee Meeting. *Action Maggie.*

#### **Data-base:-**

It was suggested we ask for consultancy fees for data-base workers. These fees would be sessional and the work will involve ringing round and sending questionnaires to services regionally and nationally to bring our data-base information fully up-to-date. Alistair and Maggie are taking a lead on this. *Action Alistair & Maggie.*

#### **Computers & Security:-**

Concerns are being raised once again concerning inappropriate and irresponsible use of the main office admin computer. There is now a very great deal of important data on the hard drive, which, were it to crash, would cause us catastrophic consequences.

*The Admin computer in the office is now to be for use of Executive Committee Members & the worker ONLY, and in direct connection with essential ELLGaS business.*

We cannot afford to jeopardise all the work in the system for the sake of the enjoyment of a few volunteers.

There are plans afoot to acquire 4 satellite computers for the Chair, the Secretary and the Worker (which would be able to communicate with one another) and Maggie is liaising with Shane in connection with this.

In the meantime, please could all volunteers bear these realistic concerns in mind. *Action All Members.*

**The next Executive Committee Meeting will be on 14.7.99.**

**The next General Meeting will be on 30.6.99.**

**The next Social will be on 1.7.99. at The Burnley Mechanics.**