

ELLGaS EXECUTIVE COMMITTEE MEETING
MINUTES, WEDNESDAY 9.12.98.

Present:-

Jeremy, Maggie, Clive, Ken, Alistair

Apologies:-

None

Matters arising from the minutes of the last meeting:-

Concern was raised about using members or prospective members' surnames in the minutes of meetings for the sake of personal anonymity. It was highlighted that the minutes are de-personalised as much as possible. ELLGaS policy states that we do not use surnames in minutes, but the problem lies with policies not having been communicated to those who need to know them (specifically to the secretary).
action – Maggie.

There were no other matters arising and the minutes were approved.

Agenda:-

Joint Finance, Fundraising, Charity Commissioners Annual Returns, Treasurers Report, Telephones, Leaving Burnley, Needle Exchange, Reference Applications, Report from Brussels, Police Monitoring, Time of Meetings, Distribution of Minutes.

Joint Finance:-

Our funding application to Joint Finance for the year starting April 1999 has been knocked back for reasons as yet unclear. This means that, with a degree of urgency, we need to examine alternative sources for funding. This budget head essentially finances the worker's post and so its importance is evident. Our present circumstances, i.e. at The Jarman Centre can now be seen as a very positive starting place for new bids and there are indeed plenty of opportunities. Clive is to look into why we have been knocked back by Joint Finance – *action – Clive.*

Fundraising:-

It was discussed as to whether Maggie should continue to share her time between volunteer support and fundraising. Fundraising is usually a drawn out and lengthy

process and it was agreed that at least for the immediate future, for her to concentrate on fundraising would be prudent otherwise in 18 months we could be without any money!! The Business Plan needs finishing and the group needs to decide what it wants in it. Maggie is going to formulate options available to us over the next few weeks. What we are really after is a major lottery bid and other smaller trusts can be approached. Others are welcome to be involved in fundraising too: to encourage volunteer input fundraising issues are going to be included in the January training session– *action Maggie*.

Charity Commissioners Annual Returns:-

We are in the black, however our book-keeping needs some urgent attention. It is a long and fiddly job but we've got to get it organised before we start fundraising as good financial management carries weight with funding applications. By the end of this month the business for the year 1996/7 needs to be tidied up. The business for the year ending 30.11.98 is also being sorted out. - *action Clive*.

The Petty Cash System is in dire need of sorting out and recording properly on a monthly basis ("Imprest System"). At each Executive Committee Meeting, a cheque will be written out to petty cash. The petty cash float is £40. Any purchases over £5 should be paid for by cheque. Petty cash vouchers appertaining only to the current month with respective receipts attached should be kept in the tin. All previous papers need filing elsewhere. Jeremy agreed that he would take this project on.. – *action Jeremy*.

Treasurer's Report:-

	£	<u>Budget head (i.e. funding source)</u>
Last month's balance:-	4,920.40	
Less outgoings:-	860.73	Joint Finance
	367.00	East Lancashire Health Authority
	306.96	Other
	0	Joint Finance (Internet)
	=====	
This month's balance	3,385.71	

Telephones:-

It is felt that we have been given a raw deal by British Telecom by having the "Business Highway" sold to us and so we are having it discontinued.

The divert from the Burnley office is too expensive so it was agreed we could change the format now to announce "the number you have called has been changed to...",

which will be more cost effective and we need as well to get on with publicising the new number.

Needle Exchange:-

There is a procedure at The Jarman Centre for people coming to the front door asking for clean needles. The Needle Exchange closes at 4.30pm. Various security ideas for our own protection are under discussion at the moment (such as an extra security camera outside, or an intercom door release system) and some health education training in connection with this matter is being considered as well. In the meantime, WE SHOULDN'T OPEN THE FRONT DOOR UNLESS WE'RE SURE WHO IT IS.

New Members' References:-

The flexibility of the recruitment process was discussed at length

People have been offended by the notion that they might not be considered worthy or suitable as referees for prospective members. THIS IS NOT THE CASE.

In the interests of ELLGaS and professionalism, however, it was suggested as inappropriate and unfair that we, ourselves should act as referees.

The main issue at stake, it was felt, is how friend networks are perceived by outside agencies and that to be seen as elitist would be unprofessional. It was stressed that this is in no way an indictment on any individual involved. It's about being seen to do things in a proper manner.

Our recruitment policies are in a state of flux at present and to adopt a more flexible approach might increase our chances of gaining more successful volunteer applications.

As a compromise, therefore, it was agreed that we should adopt the policy of "at least one referee needs not to be a member of ELLGaS. In instances where this might not be possible owing to an individual's personal circumstances, then we should judge the application on its other merits.

Apologies were given to people who felt in any way offended by recent events. The secretary will contact them personally.

Report from Brussels:-

Maggie and Ken were full of enthusiasm about the trip and it was deemed a great success. Networking seems to have been one of the chief accomplishments both with volunteers from Burnley and the surrounding area and with the International Lesbian and Gay Association.

Police Monitoring:-

The preliminary meeting on 8.12.98. is to be followed up by another meeting on 11.1.99. There will be a report to the Executive Committee after that.

Distribution of Minutes:-

Until such time as we start to invite outside agencies to become affiliators of ELLGaS, we shall continue to distribute minutes solely to current and former/"resting" members.

Time of Meetings:-

It was suggested that we might start meetings a little earlier, at, say, 7.30pm but this would prove difficult for some. It was agreed, however, that we should always start at 8pm PROMPT so as to give justice to all items on the agenda in the allotted time.

Any other business:-

It was agreed that we should sign up to CompuServe.

Training new volunteers to come on line is a big issue that needs addressing with a degree of urgency. We need to define our training regime and criteria for new line operators.

Owing to the legal implications of using the counselling room at The Jarman Centre for befriending purposes (we are not counsellors) for the protection of volunteers concerned, we need to exempt ourselves. In the meantime we are not to use the small room for this purpose until further notice.

The next Executive Committee Meeting will be on Wednesday 13th January 1999.

The next General Meeting will be on Wednesday 27th January 1999.

The next Social will be on Thursday 7th January 1999.

The Annual General Meeting will be on Wednesday 28th April 1999.

PLEASE COMMUNICATE ANY ALTERATIONS TO THESE DETAILS TO ALL MEMBERS, THANK YOU.

*Seasons Greetings to all members
and Best Wishes for 1999.*