

ELLGaS
EXECUTIVE COMMITTEE MEETING
MINUTES, WEDNESDAY 10.2.99.

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

Apologies:- Peter Cash

Matters Arising from the Minutes of the Last Meeting:-

Joint Finance are yet to be contacted to ascertain reasons for our funding application for the year starting April 1999 being knocked back. – *action Clive.*

Maggie has written to Ken's parents to thank them for the use of their address for the purposes of the bill for the P.O.Box.

The petty cash analysis is yet to be completed. – *action Jeremy.*

A volunteering policy has been drafted in preparation for the National Lottery Bid and copies were distributed to Executive Committee Members for feedback.

It was agreed that the training day was a success (and cost-effective too!!) and policies were set in all areas we had hoped to cover.

An article is to be written about the trip to the European Parliament in Brussels. – *action Ken.*

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

Treasurer's Report:-

<u>source)</u>	<u>£</u>	<u>Budget Head (i.e. funding</u>
Balance brought forward:-	6,935.22	
Less outgoings:-	830.47	Joint Finance (support worker)
	498.99	East Lancashire Health Authority
	668.93	National Lottery
	=====	
Balance carried forward:-	4936.83	

Worker's Report:-

National Lottery Bid:-

A copy of the Constitution and the Equal Opportunities Policy were accepted and signed by Chair and the Secretary for the purposes of the National Lottery Bid.

Certain deadlines have to be met to ensure our success in our application for a National Lottery Grant:-

15 th February	First draft of lottery bid to go to the consultant.
19 th February	Worker meeting with consultant.
25 th February	Final draft to be in by this date.
7 th March	Final draft to be with the Lotteries Board

action Maggie.

The bid we are applying for would fund us in the following areas:-

Continuation of Core funding - to cover basic running costs (rent, phones, electricity etc.) from April 2000 – April 2002
(guaranteed funding from ELHA covers us up as far as April 2000).

Consolidation of Existing Service

Expenses

Salaries

Data-base Project Costs - e.g. costs around creation of questionnaires, any travel expenses in connection with surveys etc.

Extension of Service to Burnley

Development of Service to Cover Increased Opening Hours

Increased Involvement of Under-represented Groups

Development of Face to Face Group

Training

New Business Computer

- action Maggie

Volunteering Policy:-

The draft is, as yet, incomplete but will be ready for adoption at the Annual General Meeting. The issue of whether a policy should be created around the age of consent was discussed. It was agreed that it should be included as a sub-heading under "Legal Issues". – ***action Maggie.***

Joint Finance:-

A representative is coming on 11.2.99. to review our spending.

Lottery Conference:-

A Lottery Conference is to take place in Accrington on 23.2.99. Anybody interested in going, please see Maggie.

Resource Centre:-

The Burnley Resource Centre is holding an opening party at 12 noon on 26.2.99. Anybody interested in going, please see Maggie.

London Lesbian and Gay Switchboard Data-base:-

The London L&G Switchboard are setting up a steering group, which we've been invited to sit on. A trip for those involved with the data-base is being arranged.

The Executive Committee:-

The matter was discussed of creating the post of Honorary Vice President for Peter. He would be an associate member and would act in an advisory role and in a non-voting capacity. It was agreed, if the Constitution allows it, that it would be a good idea. A letter of invitation to this effect is going to be written. – ***action Maggie.***

There is one vacancy on the Executive Committee.

It was discussed that, at the AGM, we could create posts of Training or Counselling Co-ordinator and Deputy Chair or Health Officer to deal with HIV issues etc. that are at present not covered.

Treasurer's Post:-

The matter for discussion was employing someone from outside to take over management of ELLGaS's finances. This item had to be deferred to the next meeting owing to lack of time.

Annual General Meeting:-

The Annual General Meeting is to take place on Wednesday 28.4.99. and a letter is to be written to all members and a mailing list created to certain chosen outside agencies and funders with all details – ***action Alistair, Clive and Maggie.***

A full draft of the Annual Report is to be ready for the next Executive Committee Meeting. It was agreed that the format used in previous years was suitable, i.e. Achievements over past year and proposed developments for next year. Also incorporated will be a brief Worker's Report, Call Statistics, Accounts and a Volunteering Policy for adoption – ***action Clive.***

The venue for the AGM is to be discussed at the next Executive Committee Meeting. – ***action Executive Committee.***

Memberships:-

A reminder to all that new members' applications have to be ratified by the Executive Committee and are subject to two references.

Policy on membership is to be included in the volunteering policy. – ***action Maggie.***

Chi's and Viv's applications were ratified.

A prospective new member has been approached who is the Chair of the Pendle Women's Centre.

Existing and new memberships need to become a fixed item on the agenda of Executive Committee Meetings. – *action Executive Committee.*

Systems Security:-

It was brought to light that the internet has been used for matters other than ELLGaS business.

It was agreed that a comprehensive Management Procedure needs setting up so as to protect certain areas on the computer such as financial management, worker's and secretary's documents etc. This would entail configuring various security levels for differing volunteers' needs. In this way restricted access, where appropriate, will be secured.

Access levels will be set by the Executive Committee and allocated on a "need to know" basis.

When necessary training has been given, volunteers will have their own ID's and passwords (with respective levels of security) with which to log on and off and the start and end of every session. We can set this up in liaison with Microsoft.

National Friend Conference:-

Applications are available to attend the National Friend Conference at the University of Birmingham on 9th – 11th April 1999. There are three places available, plus one free place, plus a networker (Maggie). (We have £270.00 left under the budget head for conferences and £286.00 for volunteer expenses). Criteria are that priority is to be given to those who have not attended before, to Executive Committee Members and to those longest serving.

The next General Meeting will be on Wednesday 24.2.99.

The next Social will be on Thursday 5.3.99.

The next Executive Committee Meeting will be on 11.3.99.

The Annual General Meeting will be on 28.4.99.

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