

# ELLGaS Executive Committee Meeting

## Minutes 11<sup>th</sup> July 2001

### **Present**

Alistair, Jason, Jeremy, Les, Maggie, Mark, Peter, Viv.

### **Apologies**

None

### **Agenda**

Minutes of the last meeting  
Matters arising  
Memberships  
Face to face counselling  
Befriending report  
Treasurer's report  
Website update  
Business Plan  
Training  
Policy review  
Worker's report  
A.O.B.

The Chair formally welcomed the new members of the executive committee to their first meeting

### **Minutes**

The minutes of the last meeting were read and agreed to be a true and accurate account of the proceedings.

### **Matters arising**

The equipment has now been received back from Clive.

Volunteers put their names forward for the presentation at Accrington Victoria Hospital on Thursday 27<sup>th</sup> September 2001.

**ACTION: MAGGIE, VIV.**

The last few socials have not met expectations with regard to attendance by members.

### **Memberships**

An application pack has been sent out to Steve who expressed an interest in joining at the A.G.M.

Alan and James' membership applications were ratified.

### **Face to face counselling report**

The F2F counsellors who were studying for their diploma have now completed the course.

Policies and procedures require attention.

A date will be set for the next F2F group meeting.

ACTION: ALISTAIR, MAGGIE.

There are currently three clients being seen by counsellors in the F2F group.

### **Befriending report**

No system has been set up as yet for monitoring and recording befriending sessions.

Maggie and Viv have carried out two befriending and are in the process of setting up another.

ACTION: MAGGIE, VIV.

Jason asked if members in Burnley would carry out any befriendings. Maggie responded by saying that training needs to be completed before this can take place.

The issue of potential communication problems between members in Burnley and Blackburn was brought up. Peter suggested setting up a logbook where members could record details of calls, befriending and other ELLGaS business. This would be available for all members to read. It was proposed that this information be stored on computer and that members in both towns be given access to updating the logs.

ACTION: JASON.

It was mentioned that it might be a good idea to hold alternate meetings at the Burnley offices. It was agreed that this should happen and the details would be sorted out.

ACTION: MAGGIE.

### **Treasurer's report**

A copy of the management accounts was handed to all members of the executive committee.

Maggie and Jason agreed to meet in order to discuss the budget

ACTION: JASON, MAGGIE.

Maggie has received requests from ELLGaS members regarding training and wished to know if money could be allocated from the budget specifically for this purpose even though this may mean it is held over until next year. Jason believed that this might have to be cleared with the Community Fund. Peter suggested that all monies that were allocated to be spent this year should be spent this year and not held over, as we will have a new budget next year. Maggie pointed out that the training budget was originally applied for in order to pay for counselling qualifications.

Jason requested that projections for spending during the coming year be produced and priorities should be assigned. This will help him to forecast spending more accurately.

ACTION: ALISTAIR, MAGGIE.

The group were asked to read through the Treasurer's report, which had been distributed with the executive committee meeting minutes of 13<sup>th</sup> June 2001.

Jason told the group that we would need to become more disciplined in managing ELLGaS' accounts. He put forward several proposals for ways in which we could do this; these were outlined in his report.

We are to pay suppliers by BACs (Directly through the bank). This will still require two signatories so security will not be compromised. Any monies to be paid to volunteers will still be paid by cheque.

A deposit account is to be set up.

ACTION: JASON, JEREMY.

OCAS - an independent body will review ELLGaS' accounts bi-annually. This will cost £100 per annum.

The group agreed to the proposal that one of the phone lines in the Blackburn office be cancelled. It was also agreed that a flat rate Internet access scheme be set up.

ACTION: JASON.

The suggestions for standard procedures regarding purchasing outlined in the report were read and agreed by the members of the executive committee.

Standard accounting forms have been drafted and copies of these were handed to those present for their ratification. The forms were accepted and are to be used by all members from now on. Copies will be available in both offices.

The forms are:

- Travel claim form;
- Expenses claim form;
- Purchase order;
- Purchase order log.

Jason agreed to come into the office at least twice a month to keep the accounts up to date. He requested that any travel or expenses claims from members be handed in on a more regular basis.

All claims should now be handed in within three months for the purposes of financial management otherwise the member risks forfeiting the money.

Maggie asked for volunteers in re-organising the Blackburn office, particularly the paperwork. Jason and Jeremy volunteered.

ACTION: JASON, JEREMY, MAGGIE.

Maggie felt that the rules regarding ELLGaS' non-payment of parking fines incurred whilst on ELLGaS business was a little harsh. The general opinion however was that as an organisation this was the most professional stand to take.

## Training

**Any members wishing to study for a counselling certificate or have any other training requests are asked to contact Maggie or Alistair as soon as possible.**

Mark suggested that a checklist of tasks to be carried out by line operators be compiled. This would ensure that all relevant information was being recorded and in the correct place. It would also mean that both the Burnley and Blackburn offices were working to the same procedures.

Jeremy said that he would compile a list of essential phone numbers for line operators to have in case of emergencies.

ACTION: JEREMY.

Jason pointed out that we are running to a short timescale for training, as the Burnley office will be up and running very soon. Maggie said that this was unavoidable and that the training would have to be carried out over a period of time.

Peter has offered to some telephone help line training for any members who feel they require it. Dates are to be set for this.

**ACTION: MAGGIE, PETER**

### **Business Plan**

Maggie informed the group that part of ELLGaS' grant was allocated towards the production of a business plan. This has been half completed, but in order for it to be ready for the deadline in December she required input from other members. Jeremy, Jason and Peter offered to help on this.

**ACTION: MAGGIE, JASON, JEREMY, PETER**

### **Worker's report**

A copy of this was distributed with the minutes of the last executive committee meeting.

Alistair mentioned that he had seen a news report saying that the Community Fund was reducing the number and amount of grants it would be distributing this year and was concerned that this may impact upon us. Maggie agreed to talk to her contact at the Community Fund about this.

**ACTION: MAGGIE**

Maggie requested that we bid for another full-time worker as she felt she was doing the work of two jobs at the moment and as a result felt that she was not able to give her best to either.

A meeting for the next Lancashire Pride is to take place on Thursday 14<sup>th</sup> July 2001.

Maggie put forward a proposal that over the next few years we forge links with international gay organisations. We have had opportunities to do this in the past but the money had not been available at the time, we should take this into consideration when putting forward our next bid. We should also look at how other organisations similar to our own have handled this situation.

Posters were shown to the committee advertising the new Burnley phone number. There was some concern that there may be confusion in having two phone numbers for one organisation especially since the Blackburn line is to be diverted to Burnley on Tuesdays. Jason agreed to implement the diverting of calls.

**ACTION: JASON**

Maggie asked that a poster be designed for the help line and requested volunteers for this.

### **Policy review**

Peter has spoken with Jeremy and Maggie about this. It was their opinion that the policies were out of date. Peter and Jeremy agreed to review them.

**ACTION: PETER, JEREMY**

### **Website update**

Mark told the group that he received an article submission from Simon for the website and thanked him for it. He urged other members to submit articles too.

He asked those members present whether they wished their photos to be on the website and if so to bring one in for scanning, Executive members particularly.

He suggested putting a request for sponsors onto the website along with a contact name. This would mean that for a mention on our website we would receive a small payment. We would obviously have to vet who we advertised on our website as some sponsors may be unsuitable for our target audience.

**A.O.B.**

The bill from the Garden Bar for the A.G.M. buffet totalled £250. £100 deposit has already been paid. The balance is to be settled.

It was suggested that Trustee Indemnity Insurance be looked at. This issue is to be carried over to the next Executive Committee meeting.

**Next executive meeting: 8<sup>th</sup> August 2001.**

**Next social: 2<sup>nd</sup> August, 7.30pm onwards, Eanam Wharf, Blackburn.**