



Executive Committee Meeting Minutes
Wednesday 12th May 1999.

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

Apologies:- None

Following her election onto The Executive Committee, Viv was welcomed to her first Executive Committee Meeting.

Matters arising from the minutes of the last meeting:- None.

Worker's Report:-

Advertising:-

With regard to the advert in the Clitheroe Advertiser, it was agreed, as £90.00 is rather a lot, that we should see the sample advert they had promised to send us before paying. -*Action Maggie.*

Outlook Magazine is now distributed throughout the whole of Lancashire, where it was previously only available in Blackpool and Preston and can now be found in venues in Blackburn. It was agreed that £50.00 to place an advert in this bi-monthly (every other month) publication should be well worth it. -*Action Maggie.*

NOW (North of Watford, previously APN) was also considered. This has a large circulation throughout the UK and advertising rates are low. This it was also agreed would make an ideal channel for publicity. -*Action Maggie.*

It was agreed that publicity through Citizens' Advice Bureaux and Councils for Voluntary Services should be targeted for their publicity potential with leaflets and posters. *Action Maggie.*

With regard to a press release being put together, should we be successful in our National Lottery grant application, it was agreed we could tackle this *when* it happens (!).

Bomb Threats and Procedures:-

Following recent events, there is a file in the office containing essential information for volunteers regarding security procedures and bomb threats.

It was agreed policy should be that any volunteer in the building or office alone and feeling uncomfortable should not feel that they have to stay. However, there should at all times be at least 2 volunteers on line at any one time (preferably one male and one female).

Rotas:-

There has been confusion recently resulting from people failing to fill in the weekly rota. Members who have signed themselves up to go on line and who find that they cannot make it should first call Maggie who can then call round to arrange a substitute. In the event that Maggie is unavailable, it is each individual member's responsibility to ensure that they're covered in their absence. To simply leave a message on the office answerphone, or, for that matter, anybody else's answerphone, is unacceptable. **-Action All Members.**

Volunteers' Week:-

It was agreed that the group as a whole should participate in these events (one in Burnley and another in Blackburn) to celebrate the valuable contribution that volunteers make to life in the community and to receive a certificate. The form was completed to this effect and sent off.

Display Board:-

This needs to go up in the office so that information can be posted for all to see. We also have other items for putting up (certificates etc.). ***Are there any volunteers to do this please?***

Volunteer Training:-

It was agreed that training should be planned in:-

- Skills Development
- Equal Opportunities
- Lesbians' Health

And that it should happen in that order.

If any volunteers wish to be considered for college courses, could they please bring the details (level of course, prices etc.) to the next General Meeting on 26.5.99.

Inter-agency Working:-

An issue presented itself recently where an external organisation contacted ELLGaS with regard to one of its clients having difficulties over her sexuality. The idea was raised as to ELLGaS offering training to other agencies as we can offer a range of support on these issues. With regard to prices, it was agreed that we should decide upon these on a case-by-case basis.

Law Centres Federation:-

The federation is working in Blackburn and has asked a representative from ELLGaS to attend its meetings. Maggie has accepted on behalf of the group but wishes to know if any volunteers are interested on taking this on. Ken, Jeremy and Paul are all interested in going.

Lesbian Information Service:-

Maggie has been approached by the Lesbian Information Service to join their Steering Group Committee. The Executive Committee agreed that this was not relevant to ELLGaS business and therefore that it was not necessary or appropriate for the support worker in her role to sit on a committee.

Todmorden, where LIS is based, is in West Yorkshire and therefore officially outside ELLGaS's catchment area and the time and mileage expenses this would involve would not be justifiable.

Business Plan:-

This item was deferred until the next meeting.

Limited Company Status:-

There are certain advantages to attaining Limited Company Status. These are mainly in connection with property ownership. As our finances are limited and we have no property, it was agreed that this idea would not be worthwhile or financially productive.

Volunteers' Travelling Expenses:-

It was suggested that this is the next major project for fundraising activities. It has become clear that the cost of travelling is preventing some members from carrying out work on behalf of ELLGaS that would otherwise be done and of benefit to the Organisation.

It was agreed that *if* funding were available, then we would pay all expenses.

As per the minutes of the last meeting, members *can* presently claim for any expenses relating to business other than attending meetings and coming on line.

Can members please bring to the next General Meeting (26.5.99.) estimates of their monthly mileage and any other expenses relating to ELLGaS activities. - **Action All Members.**

Petty Cash:-

The petty cash analysis is now complete and up to date.

ALL PETTY CASH VOUCHERS WRITTEN OUT MUST NOW BE DATED.

The maintenance of the petty cash tin over the last 30 months has been a farce. Now at the start of the new financial year, it was agreed that we should draw a line under this and start afresh.

The total of any currency, together with petty cash vouchers in the tin should at any time total £40.00.

No cheque will be written out to petty cash until the system has been balanced.

Jeremy and Maggie are to take joint responsibility for this and so are to be the only people with keys and access to the tin (Jeremy has taken both keys until Maggie's return from holiday). -**Action Jeremy & Maggie.**

(ELLGaS signatories are to remain at just 3 in number for financial management reasons.)

Memberships:-

There have been no new applications or changes to ELLGaS membership this month.

“Resting” members who have failed to give their apologies at 4 or more consecutive meetings have their memberships discontinued by default. There are 5 people falling into this category who shall no longer be sent minutes.

Publicity:-

The Publicity Plan for ELLGaS was reviewed and there are clearly some excellent ideas bubbling under.

There was concern that decisions are being made on behalf of ELLGaS unilaterally and Keith has been made aware of this already. Whilst we don't want to undermine work being carried out, as it is highly valuable, we must ensure that projects are being undertaken through the correct channels.

It was suggested that we invite Keith to the next Executive Committee Meeting where he can present his proposals formally with any costings where applicable as these would have to be passed by the Executive Committee.

Essential Car Allowance:-

The worker has asked for a change in her job description to be considered by the Executive Committee.

This is around the terms under which the worker uses their own vehicle in the course of a day's work.

If the terms were changed from “Casual Car User” to “Essential Car User” then a fixed lump sum would be payable along with a lower mileage rate.

Since she went full-time, (i.e. since January 1999), the worker's mileage has increased dramatically.

It was agreed to be fair and reasonable that the change be made to “Essential Car User” if the worker is full-time. However it was not considered justifiable for this change to be back-dated to 1.7.97. when the worker's employment at ELLGaS commenced.

Lastly consideration needs to be given as to where this money is to come from. *Action Clive & Maggie.*

Lesbian Group:-

It was suggested that the idea of starting up a Lesbian Group be investigated. A little research needs to be done here. There aren't a lot of lesbians in the East Lancashire area, so we need to establish whether there is a market for a lesbian group for the purposes of providing support and social activities to families and single people. Also would funding be available to advertise this? These matters are to be looked into. *-Action Viv.*

The next General Meeting will be on 26.5.99.

The next Social will be on 3.6.99. at The Burnley Mechanics.

The Next Executive Committee Meeting will be on 9.6.99.

**PLEASE ADVISE ALL MEMBERS OF ANY CHANGES TO THESE DETAILS,
THANK YOU.**

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