

ELLGaS EXECUTIVE COMMITTEE MEETING
MINUTES, WEDNESDAY 13.1.99.

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

Apologies:- None

Matters Arising from the Minutes of the Last Meeting:-

ELLGaS policies, as yet, do not exist in written form. Whilst this is not as it should be, it was agreed that this could be addressed on the Training Day at the end of January (read on).

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.*

Clive has completed sorting out the business for the financial year 1996/7 and is currently working on the year 1997/8.

Petty Cash is being re-organised, please refer to agenda.

The Burnley office 'phone divert has now been amended to a recorded message asking callers to redial the Blackburn Switchboard number. This will be much more cost-effective. (The Lancashire Evening Telegraph have also been advised of our new details.)

Worker's Report:-

The Internet.

We are now *paying* members of CompuServe. The system notes ALL websites accessed (dates, times, etc.), so we all know what one another's doing!!

Post Office Box.

Ken's parents have kindly offered us use of their address so that the bill for the P.O.Box can be sent there. Alistair will be writing to them to express our thanks.- *action Alistair.*

Lottery Bid – Small Grants.

As a fundraiser, Maggie expressed her delight at our attaining a National Lottery Grant of £4,690. This will be used to pay wages whilst the worker completes the Business Plan, initiates a networking project and prepares a volunteering policy. Alongside these tasks, the next bid has to be written. Maggie will be compiling a detailed report on all this in time for the next meeting. The breakdown of this amount is that £1,000 will go towards training and the remainder to wages (which is financed by Joint Finance as well).- *action Maggie.*

Training Day.

A date for the Training Day has been provisionally set for Sunday 31st January 1999. If certain members are unable to attend, it is possible that this may be altered. Watch this space. As mentioned above, amongst other items, the issue of policies relating to all areas including specific call categories will be addressed. Policies are being typed up and ratified in time for this. – *action Maggie.*

Clive suggested that we get an external trainer so that he can participate.- *action Maggie.*

Publicity.

The draft publicity poster and leaflet and their costs have been approved before sending off to Academy Print. We will be having 200 A3 posters and 2,000 leaflets printed.

The issue of distribution was discussed. We have been given permission to insert flyers into copies of “Outlook” magazine.

Maggie has faxed “Gay Times” to advise of our new circumstances. National Friend should advise Diva, Boyz, Pink Paper, Gay to Z etc.

Petty Cash Procedure:-

Alistair has drafted a petty cash procedure. This was read and approved. This can be seen on the wall on the office by Maggie’s Desk. If we can all make a special effort to follow it – it is very simple – it will save a lot of time in the long run. For the benefit of the Treasurer, the last 14 months’ petty cash is being entered into an analysis book. – *action Jeremy.*

Treasurer’s Report:-

	<u>£</u>	<u>Budget Head (i.e. funding source)</u>
Balance brought forward:-	3,385.71	
Less outgoings:-	1,124.78	Joint Finance
	344.77	East Lancashire Health Authority
Plus funds received:-	5,000.00	East Lancashire Health Authority
	19.06	interest
	=====	
Balance carried forward:-	6,935.22	

Vanguard Centre:-

ELLGaS has been invited to attend the opening of the new Vanguard Community Centre in Burnley on Thursday 14.1.99. It is believed that this invitation has sprung from networking done on the Brussels trip. Maggie and Ken are going to attend.

North West Networks:-

We have been asked to write an article about the trip to the European Parliament in Brussels, which will be sent to approx. 1,000 organisations. – *action Ken.*

Annual General Meeting:-

There are just 2 Executive Committee Meetings to go now before the A.G.M. It was proposed that a Draft Progress Report be compiled by the next meeting.

The report will consist of proposed developments as at the end of the last financial year, our achievements against those proposals and our proposed developments for the forthcoming 12 months. In other words, where we were, where we are and where we want to go.

These areas can all then be reviewed at the next Executive Committee Meeting.

Any Other Business:-

How safe is it to give our address out at The Jarman Centre? This matter was raised and there are various sides to the argument. It was agreed that this could be a matter for discussion at the next General Meeting.

The next General Meeting will be on Wednesday 27.1.99.

The Next Social will be on Thursday 4.2.99.

The Next Executive will be on Wednesday 10.2.99.

The Annual General Meeting will be on Wednesday 28.4.99.

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