

ELLGaS GENERAL MEETING MINUTES
WEDNESDAY 28.10.98.

Attending:-

Jeremy, David, John, Ken, Clive, Bev, Alistair

Apologies:-

Paul, Diane, Yvonne

Agenda:-

No pre-arranged agenda was brought but certain individuals had issues to bring:-

- -ELLGaS Socials
- -Decision-making in ELLGaS
- -Moving to Blackburn
- -Role Specification
- -Election of a new acting secretary

ELLGaS Socials:-

Bev raised the matter of the differentiation between ELLGaS Socials and non-ELLGaS Socials and that this might be presenting a problem for people involved with ELLGaS in any capacity, notably when private social gatherings are being misconstrued as ELLGaS Socials. It was agreed that this needs to be borne in mind more and that some people's feelings can be hurt if communication channels break down. Feedback in this area needs to be aired rather than bottled up and if anyone should feel that something is "not right" then they should bring it to the attention of the group as a whole.

Decision-Making in ELLGaS:-

A lengthy discussion took place regarding the manner in which decisions have been seen to be made recently and the reactions of members to those decisions. In connection with this matter, Clive is going to speak with members concerned and bring further input to the next Executive Committee Meeting.

Moving to Blackburn:-

On Tuesday 3.11.98. the line will operate from the Burnley office as usual. Then from Wednesday 4.11.98.the line will operate from the new office at The Jarman Centre.

The divert will be switched on at the Burnley office manually. *The caller will not be advised of the change in numbers or offices, they will hear no message. Please*

disregard the implication of last Executive Committee Meeting Minutes and sorry for any confusion caused!!

2.

The old Admin Line will carry a message:- “the number you have dialled has changed to...”

Maggie will be present on Wednesday and Thursday to let people in. Maggie will also be in on Saturday 7.11.98 and Sunday 8.11.98. for familiarisation and training purposes for any members who feel they wish to take part.

The phone numbers need clarifying with B.T. as there is some confusion over them. From Tuesday 3.11.98. things will be clearer and we can start advising callers of the new number.

Regarding the Burnley office, Peter Lowenz has offered Maggie a new office in the CVS Buildings. It was suggested that we should accept his offer and vacate the old office.

It was re-iterated that we are expanding, not moving to Blackburn and the ramifications of that.

Role Specification:-

The Secretary shall be responsible for:-

- Gathering items for agendas for meetings (an agenda will be put in the office).
- Taking minutes
- Reminding the Chairperson of the order of the agenda
- Making sure that agenda items are carried forward (“matters arising from last meeting”)
- Distributing the minutes
- Obtaining references from new volunteers as and when necessary/appropriate

Clive agreed that this needs really to be done for everybody, i.e. Chair, Support Worker, Co-ordinator, Treasurer, Volunteer etc.

Election of new acting Secretary:-

It was proposed that Alistair be elected as acting secretary. This was seconded and carried unanimously. The group is still awaiting the response to the request for the formal resignation of the previous Secretary from the post which Maggie has asked for in writing.

3.

Other Business:-

Paul agreed to cover the Thursday nights with Yvonne on the weeks that Clive cannot cover.

Ken suggested keeping meetings ticking over in Burnley so as to be seen as operating in Burnley.

Duncan Berry is to be met at the next Social on Thursday 5.11.98. We are to ask for references from him. A proof standard letter to referees applying for references is to be drawn up by the secretary.

Clive announced that he will not be standing as Chair at the next Annual General Meeting in April but will still have some involvement in the running of the Organisation.

The next General Meeting will be on Wednesday 25th November at the Jarman Centre.

The Next Social will be on Thursday 5th November at The Burnley Mechanics

The next Executive Committee Meeting will be on Wednesday 11th November at The Jarman Centre.

PLEASE COMMUNICATE ANY ALTERATIONS TO THESE DETAILS TO ALL MEMBERS.