

Minutes

Lancashire Friend

GENERAL COMMITTEE MEETING

Wednesday 31st March 2004, 7.30pm

Attendees: Jeremy
Pat
Mellandra
Nick
Chris
Ian P
Les

Chaired by: Jeremy Sharples
Minuted by: Nick Brierley

Apologies

Ian H, Jason & John

Summary of Actions

- 1) Minutes from the previous meeting were agreed.
- 2) Matters Arising:
 - Jeremy advised that Steve Aitken has agreed to become a Vice Chairperson for the group. This will be formally announced and commence at the AGM to be held in the coming months.
- 3) Chair Persons Report:
 - Jeremy advised the group of the successful presentation evening of "Are you being Served". He advised that this had been well received and that several more possible presentations may take place and Connexions may wish to use our research in some of their nationally used material.
 - Connexions are to be invoiced for the presentation evening for £100; Jeremy is to give Nick details for this.
 - Jeremy advised he had attended a forum for the "Arts in the Park" event that will take place in July at Witton Park. It was agreed that we would possibly link up with Brook in order to promote the group and our work within the Lifestyle/Health zone, which will be at the event. The event will take place on the weekends of the 10/11th July and the 17/18th July. Any volunteers wanting to help with this in any way should let Jeremy know. This is a good opportunity to promote the group and all help would be gratefully received.
- 4) Treasurers Report:
 - Nick advised that the Community Fund have been contacted and have received the requested information they asked for. A cheque for £1,500 has also been sent as an initial payment for the money owed. A payment plan or further confirmation of payment is also to be sent to the Community Fund following receipt of this years funding.
 - Nick advised that the outstanding balance had been brought forward from the previous year and the amount owed was reflected in the group reporting a £6,500 surplus over the last 2 years.
 - Nick advised he has been pursuing funding from the 4 PCT's who fund the group namely Blackburn with Darwen, Preston, Burnley and Hyndburn & Rossendale. He

has also written to several local businesses and companies asking for support and donations.

- Nick showed an analysis of expenditure for the financial year ending and advised that increased advertising costs and the supporting of one of the members studies has caused an increase in the group's expenditure.
- Nick is to put together a document for the next meeting to ensure all expenditure over £50 must now be agreed and signed by 3 members of the executive committee (one being the treasurer), this is order to control costs.

5) Outreach Workers Report:

- Les advised 1 befriending has taken place with a regular client. Les and Nick advised the befriending had been difficult for several reasons. Jeremy suggested and it was agreed that a group befriending would be performed next time to prevent this happening again.

6) Women's Officer Report:

- Mellandra gave no update or report.

7) Membership Secretary's Report:

- No update was given due to Ian's absence.
- Jeremy advised Ian R has resigned from being a member of the group due to being unable to come to the centre following transport issues. It was agreed that Ian will continue to be a part of the group if acceptable to him and will be invited to all events where it is possible for him to attend.

8) Website Coordinators Report:

- Chris advised the website has had approximately 550 hits since August last year. He also asked for people to contribute information and updates for the website.
- Chris advised several emails for support and advice have been received and he has been dealing with these.

9) AOB:

- Pat asked for a member of the group to represent Lancashire Friend at the FLAG group meetings in Burnley. Nick has agreed to be this representative.
- It was agreed that a number of policies need to be put in place or the current ones revised to ensure clear guidelines and a more professional way of managing the group. This is an opportunity for volunteers to work on this. Jeremy is to gain examples of other groups' procedures as a guideline for our own.
- Ian is to put together a possible design of a leaflet for the group highlighting current issues and events taking place. It was agreed that Lancashire Friend needs to be involved in more activities in order to raise its profile. Ideas for this are welcomed.
- Chris advised a member of the local gay community had made a complaint about Jeremy. Chris had followed up the complaint with an appropriate response requesting further information. It was agreed by the executive members after initial discussions that no further action/discussion can take place until any such further information is received.

The meeting closed at 9.20pm and the next meeting will take place on Tuesday 27th April at 7.30pm.