

# Minutes of the NLETS Committee meeting held on July 19th 2007

## Present :

Rebecca (Chaired the meeting), Sue (Secretary), Helen (Office Coordinator), Elizabeth (Treasurer), Martine, Suki, Mary (LETSlink Co-ordinator).

**1. Apologies** Woody (Chair), Precious, Henu, Mamta.  
Good wishes were sent to Woody who is not well.

**2. Minutes of meeting on 10 May 2007** were agreed with the amendment that Mary had agreed to contact Tony Picanco if she received a copy of his email..

## 3. Matters Arising

The directory came out early to fit in with London Sustainability Weeks and the Trading Day/Free School/Social took place on 09 June.

Martine wrote off old gaps in subs for the last directory as agreed.

## 4. Treasurer's report

Elizabeth tabled her written report including a financial statement showing a balance of £3,743.18 on 01 July 07. She noted that our income was decreasing but that Workers Beer Festival income had not yet been received.

She provided a comparison of the Co-op and Troodos ethical Banks and it was agreed on a vote of 5 for, 2 against to change our account to the Co-op Bank. (Sue proposed that we open a deposit account) Elizabeth will change the account before she leaves.

Signatories: Elizabeth proposed that we have six potential signatories to facilitate signing cheques. Agreed these are: Elizabeth, Helen, Woody, Suki, Rebecca and Elizabeth will invite Mamta to be the sixth.

Café: After some discussion it was agreed to suspend the café for the present except for special events. Noted that few NLETS members were attending while NLETS was spending money on the café. Suki cannot do evening catering. The situation may be reviewed later.

A float had been advanced to Alex to purchase café equipment which had not been returned. Agreed to write off this sum in view of Alex's long and hard work on the café.. Suki had received a float of £100 for the Christmas social and had used the takings for catering at subsequent events. She had kept receipts and Elizabeth has the accounts.

## 5. Office Report

Helen tabled her written Office Co-ordinator's report.

Agreed:

Helen will provide copies of existing Roles and Job Descriptions for the next meeting.

Rebecca and Martine will go through members who are offering skills and encourage them to take part.

Woody, Helen, Mary and Viv were congratulated on their successful work at the Camden Green Fair.

Emails to individuals should not be sent out widely to members in future, especially if they are not Management Group members. Sue will produce an email list of MG members.

Jo Homan is willing to moderate a Yahoo Group and will be asked to contact Mary.

We are not in a position to try out the new online system yet but should use our website. Mary's report on the website was commended.

Rebecca, Martine will induct new office staff. Helen will stick to pledges and updating systems. Contributions to office work should only be generated by the existing office team to avoid confusion.

Rebecca and Martine were congratulated on their work of reorganising boxes in the office.

A report will be brought to the next meeting on pledge deficits.

## **6. Introductory Meetings**

We need a co-worker to run the intro meetings with Woody. For the moment Mary will do it.

3 packs are available to new members: info pack, intro pack and welcome pack after joining.

Mary will produce a revised draft leaflet.

Agreed people should be asked to contact the office as before to inform that they are coming to the intro meeting in case it does not happen. However the meeting will take place whether or not people confirm.

## **7. Co-options to Management Group**

The following were co-opted: Suki, Martine, Helen.

## **8. Agenda for next meeting on September 6.**

Woody's item on newsletters and mailout was carried over to the next meeting.

## **9. Future Dates.**

The following dates were fixed:

**Management Group meetings**

– **Weds 5 September at 6.30pm**

- **Thurs 15 November “ “**

**Trading day – Saturday 29 September from 3 to 11.**

**Directory**

– **Thursday 22 November – drop off at LBI**

– **Weds 28 November – compilation team at Town Hall.**

– **Fri 30 November – directory to reach members.**