

Minutes of the NLETS Committee meeting held on September 05 2007

Present Woody (Chair), Henu (Vice Chair), Rebecca , Sue (Secretary), Andy, Helen (Office Coordinator), Elizabeth (Treasurer), Suki, Milka, Mary (LETSlInk Co-ordinator). (The Vice-Chair chaired the meeting following the departure of the Chair.)

1. Apologies Martine, Precious, Mamta.

2. Minutes of meeting on 19 July 2007 were agreed with amendments to Minute 8 that this meeting was on September 05 not 06. Spitalfields Festival on 16 September should have been included.

3. Matters Arising

Spitalfields Festival on Sunday 16 September is from 12 to 5pm. Mary has a table for Pathways and a table for LETSlInk, and Helen will make flyers for distribution.

4. Treasurer's report

Elizabeth reported that Milka is to take over from her as Treasurer.

Forms for change of signatories have been obtained from the Co-op bank. Milka will find out from the bank what ID is needed for Rebecca and Suki and let them know. Elizabeth will demonstrate the spreadsheet to Milka.

We will also open a deposit account

Our current balance is £3661.75

Sue suggested we should resume promoting the Phone Co-op, an ethical company, to members as NLETS receives a proportion of members' expenditure on its services. This was discussed - our monthly income from this source more or less covers the cost of our phone bill - agreed to resume promoting it in mail-outs.

Thanks were expressed to Elizabeth for her work as Treasurer.

It was agreed to co-opt Milka as a member of the Management Group.

5. Office Report

Helen tabled her written Office Co-ordinator's report in which she reminded members that she was stepping down today as Office Co-ordinator. Members thanked her for her work over a considerable time. Agreed:

Roles and Job Descriptions of the office team will be discussed at an early office team meeting and presented to the next Management Group meeting.

Out of date versions of documents be cleared out at the office team meeting.

Batya was available to join the office team subject to access and Rebecca has spoken to the Ethical Property Company – our landlord - who have said they are doing a disability audit of the building.

Jo Homan is still willing to moderate an email members group.

Andy has purchased a new laptop and the office has been cleared up.

There is still a problem with our phone buzzing and we have asked the office next door to consider reorganising their office layout.

6. Directory

Rebecca tabled and read out a draft letter to members to go out shortly, asking members to notify any changes of offers, wants and personal details and renew their subscription by 11 October. News and future events are also included in the letter which was agreed with the amendment that our policy is for members to keep their debit balance below 500 pledges and the addition of a welcome to Milka as our new Treasurer.

It was agreed that members should be removed from the directory if they are more than six months overdue and have not made an arrangement with the office.

Andy proposed that the Management Group change the date for subscription renewals to a common annual date instead of the current system where each member has a different renewal date. Members agreed this was desirable but would be discussed at a future meeting.

7. Progress with Internet Service.

Mary reported on her work on the website and asked members to look at it. She has put the membership agreement on the website and proposes also putting the information pack for people wishing to join. She would like text of up to date versions of policy documents on disc or by email. She pointed out that when an online system is adopted roles of office workers will change.

She has authorisation to convert software which has been customised for another LETS scheme and could be converted for NLLETS and made compatible with our website. She will present the online system to the office team.

There was a discussion about whether the Management Group Minutes should be published in the members area or Management Group area. This was not yet agreed and will be discussed further.

8. Future Dates.

Spitalfields Festival – Sunday 16 September from 12 to 5pm.

Management Group meeting – Thursday 15 November at 6.30pm.

Trading days/Socials – Saturday 29 September from 3 to 11pm

Saturday 15 December from 3 to 11pm

Directory – Thursday 22 November – drop off at LBI

Weds 28 November – compilation team at Town Hall.

Fri 30 November – directory to reach members.

SP/mf

incorporating amendments agreed at Novemember meeting.