

Minutes of the NLETS Management Group meeting on November 15th 2007

Present

Woody (Chair), Henu (Vice Chair), Sue (Secretary), Rebecca, Martine, Mary, Andy, Rebecca, Precious.

1. Groundrules:

The Vice-Chair, (who chaired the meeting), announced the agenda and agreed the following ground-rules with the meeting:

- Members must go through the Chair to speak, by putting their hand up.
- Members must not speak at the same time as each other.
- Members who feel heated during the discussion should leave the meeting until able to follow the ground-rules.

There was discussion about a breach of ground-rules, which took place at the last meeting. It was agreed to record breaches elsewhere, as minutes are to record decisions.

It was noted that clause 8.7 of the constitution states:

Any Management Group member may be dismissed for reasons of exceptional mismanagement or gross misconduct by a three-quarters vote of the entire Management Group.

It was agreed to ask Cliff L to set up a mediating subcommittee to deal with future differences of opinion and unacceptable behaviour.

2. Apologies: Milca, Helen, Suki.

3. Minutes of meeting on 5th September were agreed with the following amendments:

Minute 3 - Re: Spitalfields Festival. Mary has a table for Pathways and a table for LETSLINK.

Minute 5 - Batya was available to join the office team subject to access

Minute 6 - 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.

4. Matters Arising

Minute 4 - promoting the Phone Co-op. Our leaflets are now out of date and Meg, our contact person, has moved out of London. Mary will investigate current rates and contact arrangements. There had been delay in processing bank matters as a result of Elizabeth giving birth early. Congratulations to Elizabeth on her second baby.

Minute 7 - Mary still needs up-to-date NLETS documents for our website. (Our two leaflets, Membership Agreement and Constitution.)

Minute 7 - Agreed that unapproved Management Group minutes should be posted in the Management Group area until approved at the following meeting, when they will be moved to the members area.

5. Office Report

Helen's written report as retired Office Co-ordinator was tabled and noted.

Back-up Agreed to get help with setting up a back-up system with a separate file for non-backed up information.

Electrical Check-up. Our landlord has arranged a check up of all electrical equipment on December 04 for £1.50 per item. Agreed we should have our equipment checked.

Rebecca read out a proposed list of the following NLETS job roles/descriptions produced by the office team :- Office Management: Office Co-ordinator, Office Administrator,

Pledge Secretary (currently Helen), Membership Secretary (currently Martine), Offers and Wants Secretary (currently Rebecca), Directory Co-ordinator: Building representative. Events Management: Introductory Team, Trading Day Team, Social Evening Team, External Events Team, Workers Beer Co-ordinator, Cooks, NLETS Officers. It was also considered that a newsletter co-ordinator was desirable.

Agreed

To move print out minutes, to Office Administrator

To move make sure deadlines are met, to Directory Co-ordinator

To add verify claims for pledges, to Office Co-ordinator

To add check documents being used are correct, to Office Administrator

To move send info packs, from Office Administrator to Membership Secretary

The building representative should be co-opted to the Management Group. Monthly Intro meetings should be combined with trading, with trading also from 4 to 6 at Social evenings. To advertise the roles to members in our mailing, pointing out which roles are currently vacant.

6. Yahoo Group: Members had received an invitation from Jo H as moderator of a new NLETS online Yahoo group which will “allow you to trade online”. Agreed that the moderator needs to be in contact with the Membership Secretary to add and remove members as appropriate. Agreed to invite Jo Homan to the next Management Group meeting.

7. Directory: Rebecca read out a note to accompany the directory to be sent out shortly. Martine read out members overdue since the end of May who are now inactive (some of whom will be reminded to renew). However their pledges remain on file. The print-out has been done and Woody agreed to proof read. Printing will be on 22 November and compiling on 28 November.

8. Web news / LETSLINK

Agreed Rebecca will raise the matter of our Internet Access with our landlord, the Ethical Property Company (we will probably have to pay for this) Mary will demonstrate the online system to the office team and Management Group members.

Mary will meet Martine to discuss attaching email facility to the website.

Mary will provide info on the website to be inserted in the letter to members. Charlotte will be asked to add our web address to our banner.

9. Procedure for Commissioning Work

Mary informed the meeting that LETSlink’s work had been paid for by grants but funding is now reduced. She will produce a proposal with estimate of sterling and pledge costs for the Management’s consideration at the next meeting. It was suggested that pledge payments from the System account should in principle be balanced by our pledge membership subscriptions of 20 pledges per member per year.

Agreed that the Pledge Secretary should produce a bi-monthly pledge expenditure statement to enable the Management Group to balance income with expenditure.

10. Dates of Future meetings

Trading Day/ Social - Sat 15th December from 4 to 11pm.

Management Group Meeting - Weds 16th January 2008 at 6.30pm.

Annual General Meeting - Sat 23rd February at 4.30pm followed by Social 6pm.