

Minutes of the NLETS Committee meeting held on March 06 2008

Present: Henu (Chair), Sue (Secretary), Donna (Office Coordinator), Woody, Rebecca, Wendy, Barb, Andy, Mary (LETSlink Co-ordinator).

1. Apologies: Precious.

2. Minutes of meeting on 16 January 2008 were agreed.

3. Matters Arising

- Wendy agreed to contact Woody and Helen for mediation as efforts to set up a mediation service had not succeeded.
- Back-up system. Andy reported there is a zip disc on which Donna will back up material and remove from the office. Another suggestion was to put data on the laptop. Donna will think about the best way of doing it and report to the next meeting.
- Email communication. Agreed to ask in the next mail-out if any members want to change their email address and/or opt out of NLETS messages being received by email.
- Data protection registration. Wendy will check out if we need to register.
- Grant application. Wendy is willing to apply for a grant which might fund a new desktop, flat screen monitor, wireless router, robust laser printer/photocopier/scanner, telephone costs, publicity costs. Mary will supply a quote for training in the online system – capacity building. Members should send info to Wendy on the cost of items needed and Wendy will email Rebecca on the nature of the fund.
- Vacancies. Donna was welcomed as Office Co-ordinator, Georgia as Social Events Organiser, Brenda as Co-Treasurer. Rebecca will contact Brenda and Elizabeth will induct her into the Treasurer role. Volunteers are still needed for the Intro Team. Mary pointed out she is acting as webmaster and this role could become a vacancy.
- Website: Mary asked members to check the documents on the website.
- Pledges for Management Group work: Agreed that pledges for attendances at meetings are credited automatically but other work for the Group or NLETS should be claimed.
- Agreed that Alan N be asked to claim pledges for his work done for NLETS but that in future backdated claims will not be accepted.

- Alex had claimed a small cash subsidy due to the difference between cost of ingredients for catering at the AGM and the cash collected from members. Agreed to reimburse Alex and set a limit of £5 per head for food provided at future events. Agreed to continue the discussion about catering by email.

4. Office report

- Rebecca had inducted Donna into the Office systems. Donna will usually be in the office from 1pm to 5pm on Mondays. She will try to create an automated reply and ansaphone message saying messages will normally be answered once a week. Mary will create an office email address and a web-based one. Online application forms will be sent to Donna at the office. New members will then attend an intro meeting and pay their subscription there.
- Petty cash: Donna will obtain a petty cash box to be kept securely. A petty cash book and vouchers will be used. The book will be counter-signed by the Treasurer.
- Helen's written pledge deficit report was tabled and noted. Agreed that no pledge commitments will be written off.
- Rebecca will prepare a list of keyholders

5. Feedback on demonstration of online system at AGM Mary asked for feedback on the demonstration. Andy asked for more information on data security. It was agreed the online system will not replace the social aspect of NLLETS and it will be made clear that members can still use NLLETS without using a computer. Agreed the group will consider the online system further in relation to the role of Office Co-ordinator.

6. Mail-out

The deadline for directory entries is 18 April and the mail-out will be on 28 April. The mail-out letter will cover online system, London Sustainability Weeks (1-20 June), Green Fair, Intro meetings.

7. Future Dates.

Archway Resource Centre Meeting - Weds March 26 2008 at 11.30am. Management Group Meeting - Weds 7 May at 6.30pm. Intro Session/Trading Day/Social- Sat 7 June Directory deadline 18 April New summer solstice directory 21 June Autumn Trading Day/Social - Sat 27 September from 4pm