

Minutes of the additional NLETS Management Group meeting held on 16 April 2008

Present

Henu (Chair), Sue (Secretary), Donna (Office Co-ordinator), Woody, Wendy Andy.

The Chair tabled a draft agenda for the meeting (items 1 to 11)

1. Apologies Rebecca, Georgia.

2 & 3. Minutes of the meeting held on 06 March 2008 were noted. Agreed to deal with these at the next meeting on 7th May as this is an additional meeting.

4. Mediation

As agreed at the last meeting Wendy had contacted Woody and Helen to offer mediation. Woody took up the offer but not Helen and the matter is therefore closed.

5. Catering

Café.

The Treasurer had tabled a statement at the AGM in February on café finances from Christmas 06 to August 07 which stated that all receipts were attached to a copy of this statement in the NLETS finances file for the year 06/07.

Andy reported that during the year and a half that Alex ran the café equipment was purchased with takings which is kept in the kitchen.

Catering for events

Andy has now reimbursed Alex the £19 difference between the cost of ingredients and cash collected from members for the AGM catering as agreed at the last meeting.

Agreed that for catering at the next event on June 07 there will be a float of £50 max for ingredients purchased and an estimate of 30 people attending.. Catering work will be paid at 10 pledges per hour. The price of a main course at the event will be £4.50 max for non members and £2.50 plus 2 pledges for members. Soup will be £1.50 and dessert £1.50 (£2.50 for both).

Agreed that Andy will ask Alex if she can do the catering on June 07 on this basis and provide receipts of purchases and an estimate of pledges. Mileage should be paid at 46p per mile. £10 max will be allowed for parking and delivery. If Alex cannot help Henu will contact other volunteers. Woody is also willing to help with catering.

6. Process for commissioning and verifying work for NLETS

Agreed that pledges for work in the office and attendance and MG meetings is credited to the members concerned. Members who wish to claim for other work done should write a pledge cheque to themselves. The claim forms for pledge claims and cash expenses will be reinstated by Donna and Wendy. The Office Co-ordinator will be responsible for checking and countersigning the claims and will report to MG meetings on pledge claims received. Ian Baker has been acting as an IT consultant to NLETS for some years and has left NLETS. Agreed that if he rejoins he can exceptionally make a retrospective claim for pledges for work done which will be put to the Management Group. Claims against the NLETS system should normally be made within a month. As agreed at the last meeting backdated claims will not normally be accepted.

7. Petty Cash procedures

Agreed that Sterling claim forms (also in electronic form) and/or petty cash vouchers will be used from today. Members are advised to make reasonable claims for travel, normally by the cheapest method. The Office Co-ordinator will be reimbursed her travel costs of £4.30 per day.

If working for more than 4 hours reasonable subsistence can be claimed – of up to £2 per shift. Hot drinks, milk and sugar are covered from petty cash for office workers.

8. Clarification of Job Descriptions

Agreed that decisions on the content of **mail-out letters** can be taken by the Office Co-ordinator – if necessary consulting the Chair. Normally the draft mail-out letter will be brought to the Management Group beforehand.

Members of the office team who have **proposals for the Management Group** or issue about the office should direct it to the Office Co-ordinator.

Finance papers will be kept for 6 years and duplicate papers discarded. Individual members' folders should be kept in case they rejoin. Old forms should be discarded or updated.

Decisions about **purchase of new expensive equipment** should normally be made at the Management Group meeting.

The Office Co-ordinator will make proposals on equipment changes to the next meeting.

Mary F has been asked to maintain our **website** and provide demonstrations of the two **online systems** she has designed for LETSLINK. Woody will ask Mary to claim pledges for her work as webmaster. It was reported that a subscription to LETSLINK London had been agreed at the last meeting.

Changes to the operation of the NLLETS systems should be decided by the Management Group. The AGM was the first demonstration of the online system and no decisions have yet been made. Andy will investigate facilities for a demonstration at the event on June 07. Agreed to hire equipment if necessary at a maximum cost of £100. The Office Co-ordinator had received a demonstration that week. Agreed the Management Group and Office team need to see and discuss 3 levels (2 levels of administration and 1 for members.)

Members were asked for suggestions on changes needed to the **website**. The Office Co-ordinator considered it should mention two ways of getting information about NLLETS – by download or s.a.e. – and will make recommendations. Noted that approved minutes are in the members area and unapproved minutes in the Committee area. Agreed to discuss presence of minutes on the website at the next meeting.

A **Questionnaire to members** has been drafted and will be discussed at the next meeting.

Pledge balances: Agreed the Office Co-ordinator will investigate complaints of inaccurate pledge balances. Andy will liaise with the Pledge Secretary on any anomalies.

The Chair informed the meeting that she intended to reduce the **paperwork for intro meetings**.

Items 9 to 11 on the agenda were deferred to the next meeting.

Future Dates.

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.