

## **Minutes of the NLETS Management Group meeting held on May 07 2008**

**Present** Henu (Chair), Sue (Secretary), Donna (Office Coordinator), Woody, Rebecca, Wendy, Georgia .

**1. Apologies** Andy Hows.

**2. Minutes of meeting on 05 March 2008** were agreed.

### **3. Matters Arising**

Minute 3. Rebecca agreed to ask Andy to ask Alan and Ian to claim their overdue pledges.

Minute 4. There is not a general office email address yet. We would need a procedure for dealing with the emails received and an out of office response. This will be devised by the office team.

There is no petty cash left and Elizabeth, who has resigned as Treasurer, is due to hand in the cheque book etc.

Rebecca produced the following list of keyholders: Rebecca, Donna , Helen, Martine, Brenda, Catherine, Henu (office and meeting room), Woody.

**4. Minutes of the meeting on 16 April 08** were agreed with the following amendment: Minute 6. 'Henu proposed and the committee agreed to streamline the paperwork for intro meetings.'

### **5. Matters arising**

Alex is to do the catering on June 07 in line with guidelines agreed at last meeting. Andy is to have a final discussion with Alex about it. Donna and Sue are willing to help by collecting money for the food as agreed. Agreed that performers will receive 50 pledges if a member and food if not.

Wendy will produce 2 forms, one for cash expenses and one for pledges. Cash receipts will be attached to claims where possible.

Woody has asked Charlotte to complete the banner and will look into payment.

Mary has been asked to claim pledges for her work as webmaster.

Mary invites any Management Group member to receive an individual demonstration at her house by arrangement.

Andy is investigating facilities for the demonstration on June 07 as agreed.

Agreed to remove surnames from Management Group minutes to avoid identification by hackers.

Donna investigated a complaint of inaccurate pledge balance and will send an explanation.

## **6. Vacancies**

A new Treasurer will be sought and Donna is willing to induct them when she receives the paperwork.

The Intro and Outreach teams still need helpers.

Agreed that Intro meetings should also become trading sessions and Mary is giving a demonstration of the online system at every Intro meeting.

**7. Signatories** at present are: Rebecca, Woody, Elizabeth, Helen, Viv. If Elizabeth wants to give up Donna is willing to replace her.

**8. Equipment** Donna had looked up Dell equipment and tabled a proposed list amounting to £826.49. She will obtain opinions preferably from people familiar with our needs. The proposed list was discussed and in particular whether we could use Linux software. Alan Newman and Ian Baker are familiar with our system and Woody will assemble an IT team.

Agreed that a printer is needed urgently. Donna will contact Bekleen. Organisations like Forest recycling and Freecycle will be investigated to see if we can obtain equipment more cheaply but otherwise a maximum of £1000 was agreed for computer equipment.

## **9. Questionnaire and Mail-out letter**

The draft questionnaire was discussed in detail and amendments agreed. The Mail-out letter was also read out and agreed.

## **10. Office report**

The Yahoo Group has 17 members and Donna is willing to moderate it until a replacement is found.

Agreed to clean or replace the office carpet.

## **11. Future Dates.**

Management Group Meeting – Thurs 05 June 7pm to 9pm.

Intro Session/Trading Day/Social- Sat 07 June

Directory deadline 18 April

New summer solstice directory 21 June

Autumn Trading Day/Social - Sat 27 September from 4pm.