

Minutes of the NLETS Management Group meeting held on 05 June 2008

Present: Henu (Chair) Rebecca, Andy, Wendy, Martine, Mary (Webmaster), Sue (Minutes Secretary)

1. Apologies : Donna, Georgia.

2. **Minutes** of meeting on 07 May 08 were approved.

3. **Matters Arising**

Overdue Pledges. It was agreed that

Alan should receive 1800 pledges for 30 hours pa. x 6 years work.

Ian should receive 1000 pledges for the ME network which represents him in NLETS.

Office email address – is pending

Sterling expenses claim form

The form produced by Wendy and Donna was agreed with the addition of date and path to identify it and 'Authorised by'.....The form will be used from now on.

Pledge (timesheet) claim form

This was agreed with the amendment that 'Work Done for NLETS office' be changed to 'Work done for NLETS organisation'

It was agreed to open a pledge claim form file.

Mary will claim pledges for the work she has done.

Banner – had been completed and paid for.

Meeting room display – Agreed to produce an NLETS collage.

Equipment. Andy had spoken to Alan and Ian who recommend Dell.

It was agreed after discussion to buy a 64 bit Dell computer with a full support package

4. **Directory** is to be sent out with questionnaire.

The mail-out letter was amended with regard to the website.

5. **Camden Green Fair** A report was given on this recent event.

6. **Trading Day 7 June** Arrangements for IT demo were agreed.

7. **Membership Renewal: A promotional offer until further notice of: £3 subscription for unwaged members joining or renewing membership plus 15 pledges for part-time workers £12 plus 15 pledges and for full-time workers £16 plus 15 pledges. These changes have been made because the joining fee was less than the renewal.**

8. **Future Dates**

Management Group meetings : 7-9pm

Weds 16 July, Thurs 21 August, Weds 17 September, Weds 19 November , Thurs 18 December

Trading Day/Socials: 4-11pm: Sat 27 September , Sat 13 December

Special General Meeting/Social: Sat 11 October – 4pm Demonstration of online system, 5pm Social

All members attending the SGM may have a meal for pledges only.