

## **Minutes of the NLETS Management Group meeting held on 16 July 2008**

**Present:** Henu (Chair), Kazuko (Treasurer), Sue (Minutes Secretary), Donna (Office Coordinator), Martine (Membership) Wendy.

**1. Apologies :** Andy, Rebecca, Woody.

**2. Minutes of meeting on 5th June 2008** were agreed with the amendment of minute 7 to read: "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.

### **3. Matters Arising**

**Minute 3.** Alan and Ian had received pledges as agreed. Also agreed to ask Mary if she will be claiming for her work designing the online system.  
Donna will provide photos to Wendy to produce collage for meeting room.  
Agreed to continue using the timesheets  
Computer equipment has not yet been purchased.

**Minute 4.-** 24 completed questionnaires have been sent in.

Helen's written reports on pledges and final notes for the M.C. were tabled and considered..

**4. Pledge report** Noted that Helen is resigning as pledge secretary.  
Agreed

to keep pledge cheques for 6 years from date of entry at present.

to continue using the time-sheets

to send members a pledge statement in due course and ask them to correct it within two months after which it will be assumed no amendments are required.

To inform people when NLETS goes online that if they enter a transaction online or use a buddy they don't need to send the pledge cheque but should send it in if office staff are required to enter it.

To ask Brenda if she is willing to be pledge secretary.

**Ethical Property Company** Agreed that Henu will represent us at the Centre Development Group meetings of our landlord and tenants of the building. Dates of meetings should be sent to Henu. Noted that the office window remains a problem and Henu will raise this at the meeting as well as disability access to the building.

**6. Credit Union.** Wendy wondered whether we might consider setting up one. Agreed we cannot take this on at present but members may want to find out more.

**7. Office email** Donna has set up [nllets\\_enquiries@o2.co.uk](mailto:nllets_enquiries@o2.co.uk) which was advertised in the recent mail- out letter. One person has used this service so far. Agreed that the office email should be accessed by another person when Donna is not available.

### **8. Report of Treasurer**

Kazuko took over on 17 June and has got the accounts up to date. Unfortunately she has to return to Japan on August 24. Agreed to make enquiries about someone to take over as Treasurer from Kazuko who was thanked for her work.

Agreed to find out the situation about the Workers Beer Company which is our main current sources of income.

Agreed to use the Post Office for paying in cheques.

### **9. Future Dates.**

#### **Management Group meetings**

	Thurs 21 August	7 to 9pm
	Weds 17 September	“
	Weds 19 November	”
	Thurs 18 December	“
<b>Trading Day/Socials</b>	Sat 27 September	4 to 11pm
	Sat 13 December	“

#### **Special General Meeting/Social.**

Sat 11 October – 4pm Demonstration of online system 5pm followed by Social.

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