

NLLETS Management Group Meeting held on 16th April 2009

1. **Present:** Henu, Donna, Michael, Rebecca, Wendy, Mary, Rosalind, Nancy, Andy

2. **Apologies:** Woody

3a **Minutes** of last meeting read and approved with an amendment that 6th June was actually a NNLETS Love London event rather than a Social and Introduction Meeting.

3b **Matters Arising.** Committee spent some time discussing the definitions for Committee roles and Mary agreed to put these on the web-site.

Rebecca agreed to change the **message on the answer phone** to mention the web-site. The members agreed to look at the **new leaflets** on the web-site and give feed-back to Mary.

4. **Roles** for 2009 were amended as follows:

Chair	To be rotated at each meeting
Treasurer	Nancy
Catering Officer	Alex
Enrolment Co-ordinator	Henu
Pledge Accountant	Donna/Brenda
Directory Editor	Wendy
Minutes Secretary	Rosalind
Online Consultant	Woody
Membership Secretary	Donna
Newsletter Editor	Donna proposed asking Batya
Outreach	Fiona
Social Secretary	Rebecca
Troubleshooter	Michael

It was proposed that vacancies be circulated amongst the members.

5. **Member Problem**

Following a complaint from Helen and information from Mary it was agreed that Elizabeth Blake should have her membership terminated. Donna agreed to write to Ms Blake advising her of the fact and to circulate members to let them know. Rosalind and Michael expressed concerns about the health and safety of members.

6. It was agreed that NLLETS would offer Donna's daughter £75.00 for her **laptop computer**

7. The **meeting room poster** was discussed

8. **Camden Green Fair** has been cancelled but there may be a smaller event organised. Mary will keep us informed.

9. It was agreed to offer 50 pledges each to contributors at **Love London**

10. The date of the **next Management Group Meeting** was set for Thursday 14th May 2009

11. Wendy proposed setting up a small **resource library** for members in the office.