



## Minutes of Committee Meeting

**Monday 20 February 2023 at 7.30pm**

In NLC Room, Mrs Howard Memorial Hall, Letchworth Garden City SG6 1NX

### Present:

Elaine Fox, Chair  
 Alan Higbey, Treasurer  
 Tessa Palfreyman, Secretary  
 Amandeep Dhillon, Diversity Officer  
 William Armitage  
 Amy Wilson  
 Hetty Smith, LALG member

Item	Decisions and Actions	Who	By
1. Approval of apologies	Apologies from Jackie approved. Elaine welcomed Hetty, a relatively new LALG member, to the meeting and thanked her for her offer to volunteer to support the organisation.		
2. Declaration of interests	Standing declaration from Alan as Treasurer of Letchworth Educational Settlement, a partner organisation.		
3. Approval of minutes of previous meeting	Minutes of meeting on 9 January 2023 approved and signed by Elaine.		
4. Matters arising/outstanding actions not covered under other agenda items	<ul style="list-style-type: none"> <li><b>ACTION: Explore publication of winning stories from writing competition on website.</b></li> <li><b>ACTION: Elaine to write formal letter to member who has contravened GDPR</b></li> <li><b>ACTION: Elaine to liaise with Jackie re difficulties with Dropbox</b></li> <li><b>ACTION: William to contact Saturday Night Board Games group re return of table</b></li> </ul>	Elaine Elaine Elaine/ Jackie William	ASAP ASAP ASAP ASAP
5. Chair's Report	Elaine announced her intention to stand down as Chair at the AGM in October. She will be happy to continue to serve on the Committee in a different role. Alan clarified that he will not be standing for the post of Chair and hopes to relinquish the Vice Chair role before long. William observed that Elaine will have served as Chair for four years by October and has seen LALG through the difficult Covid period.		
6. Treasurer's Report	<ul style="list-style-type: none"> <li>Report, previously circulated, noted.</li> </ul>		
7. Focus: i) Volunteer Recruitment	We need people to join the committee. Many organisations are experiencing difficulty recruiting volunteers and LALG is no different. After discussion, it was agreed that Elaine		

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	<p>would write a letter to the members requesting their help. Aman suggested we produce a poster for display at schools and other relevant organisations to recruit new members, some of whom may be looking for tasks to fill their time. Amy suggested talks to local groups as another recruitment tool.</p> <ul style="list-style-type: none"> <li>▪ <b>ACTION: Elaine to draft a letter to members aimed solely at recruitment to the committee and circulate to committee for comment.</b></li> <li>▪ <b>ACTION: Elaine and Aman to liaise regarding a poster for schools etc.</b></li> <li>▪ <b>ACTION: Amy and Aman to liaise regarding suitable photographs of groups.</b></li> <li>▪ <b>ACTION: William to draw up a list of potential recruits to the committee from group contacts.</b></li> </ul>	<p>Elaine</p> <p>Elaine/ Aman Amy/ Aman William</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
ii) Newsletter	<p>Elaine stepped in to produce the March newsletter as no other editors were available. From her experience she noted several ways in which production could be made easier:</p> <ul style="list-style-type: none"> <li>▪ changing page format from two columns to one</li> <li>▪ abandoning alphabetical ordering of entries</li> <li>▪ removing clipart</li> <li>▪ adopting a standard format for entries from contributors</li> <li>▪ using colour in headings etc to maintain visual appeal</li> <li>▪ considering other software</li> <li>▪ <b>ACTION: Elaine to discuss this with the teams for newsletter editors and proof readers, website editors and group support.</b></li> </ul>	<p>Elaine</p>	<p>ASAP</p>
iii) Membership Survey	<p>The committee focused on each element of the survey separately. The first part is a general member survey aimed at all members based upon previous versions designed to generate ongoing data. The text was agreed and it was decided that this should be both bound into the next newsletter for return to David's and sent in an email to members with a link to enable it to be completed online.</p> <ul style="list-style-type: none"> <li>▪ <b>ACTION: Aman to add question as to how long someone has been a member and then liaise with Elaine/webtech team re submission for newsletter and creation of link and associated webpage.</b></li> </ul> <p>The second survey – can you help LALG? – was accepted and agreed that it should be included with part 1 in the newsletter and link.</p> <ul style="list-style-type: none"> <li>▪ <b>ACTION: Aman and Elaine to progress in line with membership survey above.</b></li> </ul> <p>The third survey for diversity and inclusion was discussed. Aman explained it is intended to generate baseline data as to the makeup of our membership (which is now an expectation for voluntary groups) and identify possible barriers to the involvement of minorities. Examples might include where an LALG group meets in a venue serving alcohol which then prevents Muslim members from</p>	<p>Aman/ Elaine</p> <p>Aman/ Elaine</p>	

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	<p>attending; or an event scheduled for a day which clashes with a religious festival. This survey will be separate to the other two and offered via a link to Survey Monkey which produces simple analysis of answers in a report.</p> <ul style="list-style-type: none"> <li>▪ <b>ACTION: Aman to draw up the survey in Survey Monkey.</b></li> <li>▪ <b>ACTION: Aman to liaise with Elaine re email to existing members with link to survey.</b></li> <li>▪ <b>ACTION: Aman to liaise with Jackie regarding inclusion of link in communications with new members joining LALG.</b></li> </ul>	<p>Aman</p> <p>Aman/ Elaine Aman/ Jackie</p>	
<b>8. Any other business</b>	<p>i) Funding for Nordic Walking Trainers Following discussion it was agreed that funding of this nature should be the responsibility of the group just as other groups charge members for venues etc.</p> <ul style="list-style-type: none"> <li>▪ <b>ACTION: Alan to convey the decision to the Nordic Walking Group.</b></li> </ul> <p>ii) Community Interest Company status It was felt that this was unlikely to generate any significant benefits for LALG but would involve a lot of work.</p>	Alan	ASAP
<b>9. Future Committee meeting dates</b>	<p><b>All meetings start at 7.30pm and take place at Mrs Howard Memorial Hall unless otherwise indicated.</b></p> <p><b>* Meetings asterisked are strategy ones.</b></p> <p>Wednesday 22 March 2023 Monday 24 April 2023* Tuesday 23 May 2023 Wednesday 21 June 2023* Monday 24 July 2023 Tuesday 22 August 2023* Wednesday 20 September 2023 Tuesday 17 October 2023: AGM at The Settlement, Kincaid Hall Wednesday 22 November 2023</p>		

The meeting closed at 9.20pm

**These minutes were approved by the Committee, and signed by the Chair, at its meeting on 22 March 2023**