

Notes from Skype call 12 May 2015

Present: Annie Bate, Nikki Widdicombe, Susan Beazley

Transition Circles pricing

It was agreed to accept Ashleigh's recommendation: to lower the cost of the calls, but to £40 (rather than £25 suggested by SB). **SB to advise AM.**

Strategy day 22 May, Marlow

Annie was invited to attend. This means that two SC members will be able to debrief at the AGM regarding what's happening: eg Nikki on website/communications and Annie on structure, strategy proposals.

Jane Carvell will be invited to this meeting as she has expertise in streamlining business organisations. **Action: SB**

Jane Martin will be asked to brief us on RACI and Skills audit so this can be implemented by the SC before the AGM. **Action: SB**

Lyn Parker and Kirit Kishan are unable to attend.

Attendees: Nathan Roberts CEO 'Band of Brothers'; Jonathan Butler strategic planner; Nikki, Annie, Susan, Jane M and possibly Jane C

SC and team meeting (Skype) 2 June

This will be the first SC 'meeting' for several months and is important in finalising what will be presented at the AGM. **AB to organise timing/s.**

Concern was expressed at the inability to arrange regular SC meetings where ALL members attend.

In order to cover sufficient ground without flagging, it was suggested that 2 calls are planned: a morning call and an additional afternoon call to 'mop up' any unfinished business from the first call.

Paula will be available, which will help in planning Skills dates/venues and Intensive Circle Trainings for 2016. Response to the Doodle poll indicates there will be few (no?) attendees from the support teams.

Jane is no longer available for support in RACI and Skills audit at this meeting. Work will need to be done by the SC in advance of this meeting (following JM briefing on 22/5) ref: SC structure/roles and support requirements. **Action: all SC following briefing by SB/AB/NW**

In addition, several SC members have been waiting to be replaced for some time and/or will be stepping away from the SC before the end of September:

Gill: admin; Nadia: treasurer; Nikki: marketing/communications plus! (Susan: strategic)

There are tensions/concerns with the perceived energy and smooth operation of some roles: Skills and Wholeness registrations, book-keeping, paperwork, copywriting, venues, ODS (by Skype with TL support at Weekend), earlier staff selection committee meetings. It was suggested that 'clearing' be used to resolve BOTH sides of the perceived issues. A few stalwart women are picking up the 'loose ends' left by these issues and may be overloaded unfairly as a result. **Action to be agreed**

AGM

AGM to be advertised on Facebook and in future mailings : **NW**

Proposed agenda:

- Sign off 2013/14 accounts
- WW UK name change and expanded role of Circles
- WW UK proposed structure and strategy to deliver 20 year vision and 3 year business plan
- WW UK marketing and communications: website, mailings, leaflets, manuals....
- What's needed/roles to be filled, *for example*:
 - Project manager (administrator/event manager/venues) - perhaps from the TL track? Creates and holds the 'bible' and events diary. Ideally, a paid role. **In service to all SC departments (UK Marg)**
 - Treasurer/Bursaries/Fund-raising/Merchandise/Governance/AGM - perhaps business strategist?
 - Marketing & Communications for ALL events, trainings and workshops - includes database management, website management, social media, mailings, print and collateral
 - Sales/Recruitment/Registration - Weekend/Skills/Wholeness and new workshops
 - Sales/recruitment/management Circles and all associated 'outreach' trainings, regional co-ordinators, wise woman guides
 - Research and development: analysis of feedback/post-trainings community support including honouring and mentoring/programming/new trainings - perhaps a member of Facilitation team

It is anticipated that all roles will increasingly work in liaison with WWI, which has/will have the following committees:

1. Programming
2. Fund-raising
3. Governance
4. Marketing

5. Circles/Outreach

In future, our understanding is that WWI hopes each committee will be headed by a paid member recruited from the global web of Woman Within. Improved liaison and support should lessen the workload on individual regions which can then focus on local recruitment, community and event management.

Furthermore, it will take time to establish how a fully functional website with online registration and payment, membership etc will streamline current operations and how much additional work will be created by expanding the role of circles, regional honouring etc. **Further action TBA post 22 May**

SC team building and planning

A face to face will be arranged for September. Thursday 10th September in Derbyshire, before the Facilitation team practicum, was suggested as a possibility. It is vital that roles are filled and teams in place by then to affect a smooth handover and good preparation for 2016...which is also the 20th anniversary year. **Action; AB**

By September, the new website should be functional and some knowledge gained about response to the WW Circles initiatives and the additional workload this is likely to create.

Skills and Wholeness registrations

Concern was expressed over creating energy to fill both workshops. The last two Skills workshops have been cancelled - this workshop feeds future community leaders. A new venue in Richmond has been found and the price lowered; the next two mailings will feature this workshop and activity has started on Facebook. It is vital this is filled: 6 registrations only will make this a go - 12+ will 'fill' it.

Furthermore, it is thought that Wholeness is not filling (Sacree Femmes have committed to bringing 12 participants, a handful of UK women have paid their deposit). It is thought WWI have a right to cancel this workshop well in advance of the planned event if energy is low. Cancellation would send a negative message to the community. **Urgent information is required from the registrar**: paid registration numbers/WWI cancellation date/required communications

Mailings in May

An additional mailing is planned for 19 May to create energy around the Celebration and AGM. Skills will be mentioned.

A mailing on 26 May will focus on Skills (and Wholeness?) plus remind the community about the Celebration and AGM.