



## **Minutes of the Woman Within UK Board of Directors Meeting held by Zoom Call on Thursday 19 April 2018**

### **Women on the call:**

Ashleigh Megson  
Jane Carvell (Meeting Leader)  
Katja Layher-Segal  
Sylvie Kerry  
Liz Hawthorne  
Fran Williams (Minutes)  
Susie Beazley  
Nikki Widdicombe

### **1 Minutes of the previous meeting**

The record of the meeting held on 21 March 2018 was agreed.

### **2 Actions and Matters Arising from the Minutes**

#### **Transgender Policy**

It is currently the Woman Within International Policy not to inform participants that there will be a transgender woman attending the Weekend.

Ashleigh is to contact Paula to discuss the issue prior to the April Weekend and decide when to tell staff.

The Team Leader and Weekend Leader will decide how to manage any issues arising at the Weekend.

#### **Date of Face to Face Meeting**

It was agreed to hold the next Face to Face Meeting of the Board of Directors on 1-2 December 2018 at Ashleigh's office in London.

The agenda will be decided at the May/June Board of Directors Meeting.

#### **April 2019 Woman Within Weekend**

Felden Lodge has been booked 25-28 April 2019.

## **October 2019 Woman Within Weekend**

Dates and quotes have been obtained from Trafford Hall for October 2019.

### **One Day Staff Training**

The website has been updated with the new cost of the ODST.

### **Marg's Book**

This is in progress and will be brought to the April Weekend for staff to record their wishes for Marg.

## **3 Annual General Meeting**

Despite considerable effort, a venue cannot be found for the proposed AGM date of 2 June 2018.

Given that engagement is the aim, it is essential to give women who wish to attend sufficient notice. It was therefore agreed to defer the AGM to 2 December 2018.

It was agreed that Jane lead the organisation and contact Liz Marsh and other women who may wish to support with this.

Celebrations/Honourings for the April participants are to be arranged in London by Ashleigh and Katja and on the South coast by Sylvie, as these will now not take place on 2 June.

## **4 Data Protection**

The existing Data Protection Policies are being updated by Sylvie to incorporate the requirements of the General Data Protection Regulation.

The GDPR gives individuals increased rights to know what data is being held about them. They also have to give positive consent for the information to be held. We already obtain signed consent from participants both at the point of registration and at the Weekend.

Time limit for response to data requests has decreased from 45 to 30 days.

Data is only to be used for the purpose for which it is collected and should be destroyed when no longer used. However, there is an issue about control of participant personal data which is shared in order to safely run the Weekend or for other organisational purposes.

It is agreed that we hold an information audit to establish who is holding information, the information held, and why it is being held. This includes information held on paper.

Moving forward we need a Data Controller to manage data held and to respond to information requests. An online training to ensure that people requesting information to be shared understand the associated responsibilities is to be drafted (Fran).

The privacy policy is to be updated and circulated prior to 25 May 2018 when the GDPR takes effect (Sylvie).

A mailing is to be sent to the community before 25 May 2018 advising of the changes to our data protection and privacy policies (Fran).

There is also the question of personal data shared with Woman Within International. It is UK/EU policy that this should only be shared to organisations compliant with the US Privacy Shield. This is the only outstanding question from those posed regarding our Licensing Agreement with WWI.

## **5 Licensing Agreement with Woman Within International**

This has to be signed by 30 April 2018.

It was agreed that Sylvie sign the agreement, with a caveat about the US Privacy Shield until this can be clarified.

## **6 Community Surveys**

It is proposed to conduct another survey of the community prior to the AGM.

This is to be brought forward to the agenda of the May meeting.

## **7 Guidelines on Decision Making**

This is to be brought forward to the agenda of the May meeting.

## **8 Policy Updates from Woman Within International**

Feedback is to be given to WWI on the new updates.

It was noted that there have been various updates which have not previously been fully implemented. There also need to be adaptations for new venues.

Sylvie has raised with WWI that updates to manuals and the Book of Readings be sent annually or biannually rather than sporadically. The question of sharing this information and the Book of Readings with the Facilitation Team has also arisen. WWI have advised that it is between WWUK and the women presenting the Weekend whether and how this is shared. This means that it is our responsibility if there is a breach.

It was agreed that there should be a confidentiality agreement to be signed by women with whom we share policy documents, manuals and the Book of Readings for the purpose of running the Weekends. A confidentiality agreement will be drafted (Jane) and information from WWI passed to her (Sylvie).

## **9 Maternity Leave**

Nikki has made a request to step back from leadership and task roles during her pregnancy.

This was discussed and Jane will feed back to Nikki.

## **10 Finance**

A report from Liz Megson was received from Sylvie.

Sylvie to check whether interpretation services for the Wholeness workshop has been paid for.

There are 32 women registered on the April Weekend, with 30 fully paid.

Payments for Wholeness are now being received.

There are payments due for insurance and storage.

## **11 Venues for Weekends in 2019**

The booking for Felden Lodge in April 2019 is confirmed.

A topline figure for the proposed June 2019 one-team Weekend is to be obtained (Susie).

Another self-catering venue, Gaveston Hall, is available in May 2019. This venue is on the south coast, is slightly cheaper than Nanpantan Hall but is less accessible.

Annie Kettle is available to lead a team of volunteers to cater for the June Weekend. She will come back to Ashleigh with prices and it can then be considered whether this is feasible. If it is less than £1,000 Nanpantan Hall can be booked.

It was noted that if catering is put out to tender it implies that the caterers will make a profit, and this is why we need to have volunteers.

It was agreed to book Trafford Hall for the October 2019 Weekend. Trafford Hall can accommodate 28 participants. At the October 2017 Weekend, they made significant charges for single occupancy of twin rooms and supplying fruit and drinks. The deposit requested is also very high. This is to be negotiated before the booking is made (Susie).

No reply has yet been received from Sue Baxter about viewing Brookland Hall in the Brecon Beacons.

## **12 Wholeness Workshop Accommodation**

There has been a request for presenters of the Wholeness Workshop to have single rooms at Trafford Hall in order to practice their roles. This is costly and may not be feasible at this site. There is a precedent in the US with no single rooms. This is to be looked at by the UK presenters (Mellon, Paula, Sylvie and Sue) to see if a potential plan can be made. If there is no shift, this is to be taken to the WWI board.

## **13 Storage and Insurance for Supplies**

It was agreed to keep supplies in the storage unit at Hemel Hempstead at a cost of £1040 which includes insurance (£920 without insurance). This includes a 10% discount for full payment up front rather than monthly payments.

It was noted that we have to store the supplies somewhere, and this is the cheapest and most convenient option. Transport to Trafford Hall in October will have to be considered.

The insurance policy is to be forwarded to Sylvie (Nikki).

Insurance during transportation was also considered. Transport companies usually have their own insurance for this purpose. This will need to be looked at again before the October Weekend as the distance is much greater.

#### **14 Insurance for the Woman Within Weekend**

After very significant effort, insurance for the Woman Within Weekends is now in place.

The Board thanked Sylvie for the immense work she has done to secure this under time constraints and pressure.

It was considered whether we need to have a further conversation about this to establish what we would do if insurance cannot be obtained.

#### **15 Task Roles**

There are two women stepping forward who are willing to undertake some of the task roles. Susie is to speak with Jane in the next couple of days to establish where their talents may best be put to use.

#### **Date of the next meeting**

The next Board of Directors Meeting will be held by Zoom call on Sunday 20 May 2018 at 7pm.