

WW UK Board meeting minutes - 11 July 2018

Present: Jane Carvell, Ashleigh Megson, Sylvie Kerry, Susie Beazley

Part time: Liz Hawthorne

1. Previous minutes:

Not yet available for 21st March and 19 April

Action: Fran

Notes for 11 June 2018

Action: Jane

2. Agreed action for UK leadership team (short-term):

2.1 To focus on event management issues/'must haves' to ensure current workloads are manageable and to avoid duplication whilst (shared) strategic issues for the organisation are being discussed internationally through the Interdependence Committee and IDC Change Committee

Action: All

2.2 To communicate to community what we are doing and why?

Action: Susie/Ash

2.3 Succession planning: to identify what WW UK needs to work effectively, efficiently and with joy

Action: Jane

2.3 Recruitment: to identify women who can shadow 'task roles' and/or Board roles; to approach them and invite them to step into their leadership to support WW UK to thrive and to ensure transition into each role is effective, efficient and smooth, allowing the current board to step aside over the next 12/18 months

2.3.1 Social media, specifically Facebook: invite Gudrun

Action: Ashleigh

2.3.2 Data/database management, membership, historical filing to G suite: invite Tracy Hawthorne-Kurtz

Action: Sylvie

2.3.3 To identify potential women to shadow hand-holding role of Registrar eg Hannah Heil, Rhiannon Thomas and approach them with Fran's agreement

Action: Jane

2.4 To invite a board member from Women for Afrika to attend a WW UK board meeting to share their leadership structure and experience

Action: Susie

3. Matters arising from the minutes

3.1 Leadership Planning day: 1st December 2018 at Ashleigh's Office

3.2 AGM, Celebration and Leadership Q&A with community: 2nd December 2018. Possible venue: Richmond Bridge. Liz Marsh to be asked to organise Sunday event, or Jules Brook-Taylor

Action: Ashleigh

3.3 Privacy policy updated on website. Cookies policy needs to be updated with a positive agreement to Cookies on the site

Action: Ashleigh

3.4 Staff Training costs have been updated on the website and April Weekend participants advised of cost

3.5 Data: what we hold and why? Can we reduce data held?

Action: Sylvie

3.6 Unsubscribe rates following new data legislation

Action: Fran

3.7 Confidentiality Agreement relating to wider dissemination of Book of Readings within WW UK and need for competency (eg not to be downloaded onto personal computers) re IP protection - WWI requirement to be clarified **Action: Jane**

3.8 Agreed WW UK Board Minutes to be published on website **Action: Fran**

3.9 Transport costs from current storage site to Trafford Hall, Chester (October Weekend) to be researched. Liz Megson to be asked so to do. If costs unaffordable, Annie Bate to be asked to drive a hire van to site. **Action: Ashleigh**

3.10 Staff Training Co-ordinator: Katja has taken on this responsibility

4. Finance

4.1 Bursary account: £2.2k

4.2 Main account: high credit holds Wholeness liabilities.

4.3 October Weekend: 17 registered. Requires another 7 participants to reach break-even.

- Weekend to be advertised through MKP Chat **Action: Susie**
- FiTs, FACS to be reminded to recruit participants and call to community (mailings, social media: Open page) to support the viability of the Weekend **Action: Susie/Ash**

4.4 Skills: 14 registered, capacity for a further 10 participants.

- Call to Wholeness participants, with opportunities to step into leadership **Action: Liz**
- Call to community, following comms on Weekend recruitment **Action: Susie/Ash**

4.5 Circle trainings:

- Managed by Annabel Search
- July, Berkshire - 10 registered
- September, Yorkshire - 6 registered

4.6 Transition Circles

- Managed by Annable Cuttelod
- 10 registered post April Weekend

4.7 Wholeness

- Break even possible dependent on travel claims, final P/L due August 2018
- Surcharge for late submission of final numbers = £2k; following negotiation (by Sylvie) Feldon Lodge have agreed to surcharge reduction of 50% and single room supplements to be waived. To be discussed with TL and ATL **Action: Sylvie**
- Feedback to WWI re International Hosting Agreement and difficulty of profitably running Wholeness (previously highly profitable to WW UK) **Action: TBA**

5. AOB

5.1 Feb 2018 Oxford Circle training. Critical feedback received, request to know what actions will be taken?

- Documentation could have been more professional and this has been rectified
- Content for an established Circle may not be as relevant as for a new Circle and/or women who have not done the Weekend. The 2 day training is clear in its purpose and will not be changed until/unless collation of 'best practice' from around the WW Regions

by Page Rossiter and Judy Rudin of WWI suggest change and/or improvements

Action: WWI feedback

- Following discussion with WW UK Circle trainers, consideration to be given to 'Wise Women' being made available to established Circles to help ensure safety/work/clearing and any other issues requiring support **Action: Ash/Circle team**
- Response to Oxford circle to be prepared **Action: Ashleigh**

5.2 Next meetings of leadership team to be diaried **Action: Liz**

5.3 Application to be made to WWI for 2019 Weekend WELs

- Paula to be requested for Nanpantan Hall, June 2019
- Dale for one Weekend, with possibility of running her 'Jump for Joy' workshop back-to-back

Action: Susie

5.4 D&I equality awareness/trainings: update following call on 10 July with UK facilitation track leaders and Board to be provided **Action: Susie**

6. Deferred

6.1 D&I training/awareness inclusion in Staff training (Sylvie)

6.2 Wholeness for 2020? (or SF?) - dates supplied by Feldon Lodge

6.3 Community Survey Monkey?

6.4 Investigation of CIC status

6.5 Membership analysis and 'transition' membership statement for October staff

6.6 Approval process for non-mandated expenditure (Ash)

6.7 Use of G suite (Ash)

6.8 Blog/vlog on WW UK Board team culture and ethos (Jane)

6.9 Quarterly Strategic Leadership Team Surgery

6.10 Nanpantan Hall, June 2019 catering arrangements