



**Minutes of the Woman Within UK Board of Directors Meeting
held by Zoom call on 9 August 2018**

In attendance	
Ashleigh Megson	Communications and Marketing
Fran Williams	Company Secretary
Jane Carvell	Guide and Board Chair
Katja Layher-Segal	Company Secretary
Susie Beazley	Communications and Marketing
Sylvie Kerry	Governance
Apologies	
Liz Hawthorne	Community

Item		By	Date
1	<p>Minutes of the last meeting and matters arising</p> <p>1.1 Minutes of the meeting held on 11 July 2018 were agreed as a correct record.</p> <p>1.2 Minutes of the meeting held on 21 March 2018 have been redistributed.</p> <p>Minutes of the meeting held on 19 April to be completed and distributed.</p> <p>Notes of the meeting held on 11 June 2018 to be completed and distributed.</p>	<p>Fran</p> <p>Jane</p>	<p>12/08/2018</p> <p>12/08/2018</p>
1.3	<p>Communication to the community of what we are doing and why The decision of the Board to focus on events management and ensure that workloads are manageable, whilst strategic issues for the organisation are being discussed internationally through the Interdependence Committee and IDC Change Committee, needs to be communicated to the community.</p> <p>We have not yet told the community that Diversity and Inclusion is a 'hot topic' and that we need to implement change. It is important that women know that the transgender issue is really being talked about and not being pushed under the carpet. It needs to be acknowledged that it is high on the agenda and there will be more information soon.</p> <p>We have been waiting on dates from Rebecca Ramirez on Diversity and Inclusion training.</p> <p>It was agreed that a Community Newsletter be sent out including:</p> <ul style="list-style-type: none"> • Board of Directors activities 		

	<ul style="list-style-type: none"> • Task roles • Events listing • AGM date • Diversity and Inclusion <p>Content to be drafted and circulated to Board members for comment before publication.</p> <p>Mailing and newsletter to be sent out.</p> <p>It was agreed that a Community Newsletter be sent out quarterly to update the community.</p> <p>Minutes of Board of Directors Meetings to be published on the website.</p>	<p>Susie</p> <p>Fran</p> <p>Fran</p>	<p>17/08/2018</p> <p>24/08/2018</p> <p>17/08/2018</p>
1.4	<p>Succession Planning and Recruitment</p> <p>Jane has made a plan of what needs to be considered to ensure that there are women to take over roles when Board members and task holders want to step down.</p> <p>We need to have more support with task roles to enable the Board to progress from being an events team to strategic leadership.</p> <p>Gudrun Weidemann has taken over management of the Facebook Open page.</p> <p>Roxy Grimshaw continues with the Facebook Sacred Space page.</p> <p>A Job Description for social media has not yet been drawn up, but Ashleigh has agreed with Gudrun the tasks that she will be doing.</p> <p>Social Media Job Description to be drawn up.</p>	<p>Ashleigh</p>	

1.5	<p>Women for Afrika</p> <p>A woman from the Board of Women for Afrika is to be invited to join a Board meeting to share leadership structure and experience.</p>	Susie	
2	<p>Diversity and Inclusion</p> <p>One day staff training on 8 September 2018 will include a 30 minute session on diversity and inclusion.</p> <p>We are awaiting dates from Rebecca Ramirez of Mindfulness Circles to be held by Zoom. Susie is to share these dates with Sylvie.</p> <p>Rebecca is also working on sharing the Diversity and Inclusion Policy with participants.</p> <p>Sessions on Unconscious Bias will take place in October 2018, April and October 2019.</p> <p>Mindfulness Circles for staff will be held on the Thursday evening prior to each Woman Within Weekend in October 2018, April and October 2019. It needs to be decided who will lead these sessions. Leaders need to have experience of Circles. The Facilitation Team and Team Leading staff have other essential tasks at this time during the Weekend.</p>	Susie	
3	<p>Approval process for expenditure</p> <p>To be raised on the agenda of the next meeting.</p>		
4	<p>Catering arrangements for Nanpantan Hall, June 2019</p>		

	<p>Sue Baxter has previously investigated self-catering for Weekends. It was agreed to ask Sue to find someone in the community who can lead the catering team for Nanpantan Hall. Anna Frearson and Annie Kettle, who have professional catering experience, have expressed interest in supporting self-catering.</p> <p>A call to the community will need to be sent out asking for kitchen helpers. It needs to be made clear that this is a voluntary role, and that we only have a budget for expenses. The team should be in place by December 2018.</p> <p>The budget for catering of £1000 is agreed.</p>		
5	<p>Community surveys</p> <p>Ashleigh is to obtain the previous survey results from Susie and circulate them to the board.</p> <p>It was noted that the same group of women open mailings and respond to surveys, and whether different questions now need to be asked was considered.</p>	Susie Ashleigh	
6	<p>Use of G Suite</p> <p>We have limited functionality on G Suite at present. If we had charitable status we would be able to access the full functionality without cost to the organisation.</p> <p>G Suite enables shared holding of information, including documents and diary. Collaborative groups are set up. Master document files are held in a central folder. Amendments made to these documents in our own folders will reflect in the master file.</p> <p>We need to be using our @womanwithin.org.uk mailboxes for correspondence.</p>	All	

	For those still uncertain of how it works, an online demonstration can be arranged.	Ashleigh	
7	<p>Wholeness Workshop</p> <p>Sacrée Femme! have expressed an interest in holding the next European Wholeness Workshop.</p> <p>They will need to agree this with Woman Within International, including whether there can be two French-speaking teams.</p> <p>We have had collaborative Weekends with shared finances in the past.</p> <p>We are happy for Sacrée Femme! to run the next Wholeness Workshop. However, if they are unable to reach an agreement with International, we will need dates to hold it in the UK.</p> <p>Sylvie to let Françoise know.</p>	Sylvie	
8	<p>Finance</p> <p>The Board received the finance report from Sylvie.</p> <p>We are at break-even for the Wholeness Workshop, with some supplies and Paula's travel still to be paid for. The loss will be about £500, as predicted.</p> <p>It was discussed that we need to go back to Woman Within International regarding their hosting agreement, the terms of which are leading to us making a loss and placing woman Within UK in a financially dangerous position.</p>		

	<p>It was agreed that a letter be sent to WWI to express our concerns and the effects of the hosting agreement.</p> <p>It was agreed that Sylvie be on the next Interdependence Committee call, where finance is to be discussed.</p> <p>It was agreed that each member of the Board should experience the IDC at some time.</p>	Sylvie	
9	Any other business		
9.1	<p>Weekend Leaders for Woman Within Weekends 2019</p> <p>It has been requested that Paula Alter be our Weekend Leader for the June 2019 Weekend, otherwise we will have no money for food. We shall starve.</p>		
9.2	<p>Request from Sue Baxter</p> <p>Sue has requested that she attend a Board meeting to explain the Team Leader role.</p>		
9.3	<p>Summer Gathering 2019</p> <p>Lehla Eldridge has offered to host a gathering next summer at her home.</p>		
10	Next Board of Directors Meeting		
	<p>The next Board meeting is scheduled for Wednesday 19 September 2018 at 8pm. However, a number of women are not available to attend that meeting and it will not be quorate.</p>		

	<p>September 2018 meeting to be rescheduled.</p> <p>Going forward, it would be helpful to have meetings spread throughout the week.</p> <p>Future dates for 2018/2019 to be circulated.</p>	Fran	
--	---	-------------	--