



Minutes of the Leadership Team Meeting held by Zoom Call on Tuesday 4 April 2017

Women on the call:

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

Apologies were received from:

Sylvie Kerry

1 Minutes of the Previous Meeting

The record of the meeting held on 23 March 2017 was **agreed**.

2 Brought Forward from the Previous Meeting

2.1 Feedback on the Communication (Sales and Marketing) Director role

Susie and Ashleigh have agreed that they will share this role.

2.2 Holding of tasks until the recruitment of the task teams

It was **noted** that the purpose of the Leadership Team is primarily strategic, and there is therefore a need to recruit women to the task roles as soon as possible.

It was **agreed** that this be raised on the agenda of the next meeting.

It was **agreed** that the team list the tasks that they are currently holding, together with any tasks we are aware of that other women are undertaking, and forward them to Fran and Katja. A summary of these tasks will be presented to the next meeting.

2.3 Face-to-Face Meeting and future meeting dates

It was **agreed** to hold a Face to Face Meeting on Saturday 20 May 2017 at Manor Farm, Walsall.

It was **agreed** that the following items be discussed at the Face to Face meeting:

- Planning for next year, including a schedule of Woman Within Weekends to be arranged once the dates for Wholeness are known. Planning is to be filed with WWI by June 2017.
- How we work together
- Recruitment of task teams

It was **agreed** that this item be brought forward at the next meeting.

2.4 Feedback on contact with Mellon about support with Registrations

Katja and Fran have discussed this with Mellon (Weekend Registrar) and are now taking over that role on a temporary basis. Mellon has agreed to give ongoing support and to take calls from potential participants when necessary. Liz has offered support with these tasks.

3 Finance

3.1 Bank balance

3.2 Turnover to date

3.3 Profit/loss to date

3.4 Status of next Woman Within Weekend (Registrations: deposits, fully paid, bursaries issued, payment plans, potential bad debts; Other issues: venue deposits, insurance)

It was **agreed** that these items be carried forward to the next meeting.

4 Any Other Business

4.1 Logistics Role

The Leadership Team warmly welcomed Nikki to the team. Nikki will be taking on the Logistics role.

4.2 Wholeness Workshop

Susie has received information from Woman Within International about booking the Wholeness Workshop for 2018. She has created a spreadsheet of dates available at Trafford Hall, Chester, which has been sent to WWI.

The following issues were considered:

- The Wholeness Workshop held in the UK in 2015 did not make a profit
- WWI incurred a major loss at the last Wholeness Workshop held in the US
- There are already ten women signed up for the next Wholeness Workshop
- 25-33% of participants undertaking the Woman Within Weekend attend the Wholeness Workshop. There are two Weekends scheduled in the UK prior to the proposed dates for Wholeness
- Sacre Femme! have expressed an interest in holding the workshop, and will do so if WWUK decide not to
- WWI have discussed dates and venues for May/June 2018
- The Wholeness Workshop usually comprises 36 women: 12 French-speaking women, 6 German and 18 UK women
- At Juniper Hall the accommodation capacity was 28-30 women
- The break-even at Trafford Hall is 24 participants
- Wholeness is valuable in bringing women into leadership roles
- It is a requirement for some roles, in particular Facilitators in Training and Team Leaders
- There is currently no Registrar for Wholeness, although the registration process is administratively light and there is a sign-up form on the website
- The Wholeness Workshop would need to be marketed immediately

It was **agreed** that WWUK hold the Wholeness Workshop in 2018.

It was **agreed** that once the dates have been decided by WWI, the booking for the proposed dates at Trafford Hall will be confirmed by Susie.

It was **agreed** that the matter of Wholeness and Skills Workshop Registrars being awarded full bursaries on their respective courses be raised at the next meeting.

It was **agreed** that recruitment of a Wholeness Registrar be made a priority to avoid this task falling back upon members of the Leadership Team.

4.3 Staffing for July Woman Within Weekend

It was **noted** that 19 women have so far registered to staff the July Weekend.

4.4 Communications

The Communications (Sales and Marketing) Directors will discuss the forward Plan including marketing of the July Weekend and bring this to the next meeting.

Susie continues to chase up the WWUK video that was made at the 2016 Celebration.

Announcement of the new Leadership Team is to be considered.

It was **agreed** that this be further discussed at the next meeting.

Date of the Next Meeting

The next meeting will be held by Zoom call on Thursday 20 April 2017 at 7.30pm. The meeting will be of 1.5 hours' duration.