



**Minutes of the Leadership Team Meeting
held by Zoom Call on Thursday 20 April 2017**

Women on the call:

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

Apologies were received from:

Jane Carvell

1 Minutes of the Previous Meeting

Under 4.2 Wholeness Workshop:

- The Wholeness Workshop held in the UK in 2015 did not make a profit

should read:

- The Wholeness Workshop held in the UK in 2015 made a small profit.
- There are already ten women signed up for the next Wholeness Workshop

should read:

- There are already ten women who have expressed an interest in the next Wholeness Workshop.

With these amendments, the record of the meeting held on 4 April 2017 was **accepted**.

2 **Matters Arising from the Minutes**

2.1 Recruitment of women to support task roles

It was **agreed** that the tasks in the summary list be divided by Directorships.

It was **agreed** that Directors contact women who hold, or have held, tasks listed under their Directorship to invite them to continue with or step up to tasks.

It was **agreed** that members of the Leadership Team consider other suitable candidates to fill task roles.

It was **noted** that there are as yet no dates for Transition Circle calls following the July Weekend. As Transition Circle Co-ordinator, Ashleigh has identified a woman – Annabelle Cuttelod – to take over this role. However, there is no protocol in place for the handover to Annabelle.

Additionally, Annabel Search has agreed to take on the role of Circle Training Co-ordinator.

It was **agreed** that the Protocol for Handover of Roles be brought to the next meeting.

2.2 Wholeness Workshop

It was **confirmed** that the Wholeness Workshop has been booked for 5-10 June 2018 at Trafford Hall, Chester.

It was **noted** that there is a vacancy for Wholeness Registrar with WWUK. As WWI Executive Administrator Marg Renaud is retiring, the Wholeness Registrar will need to take over part of the work that Marg currently undertakes until a new Executive Administrator is recruited. There will also need to be a handover from Marg.

It was **agreed** that Liz Hawthorne contact Marg Renaud and the previous Wholeness Registrar, Nadia Siouty-Burke, to initiate the handover of this role.

It was **noted** that fees for the Wholeness Workshop need to be established. This is still in abeyance whilst the new contract for WWI Workshops is agreed.

It was **agreed** that Sylvie consider the new contract and new facilitator rates and bring back her findings to the next meeting.

It was **noted** that marketing for the Wholeness Workshop will now be undertaken by the Communication (Sales and Marketing) Directorship.

It was **agreed** that advertising for the Wholeness Workshop be held until fees and costs for the workshop are determined.

2.3 Communications regarding the Leadership Team

It was **agreed** that Susie and Ashleigh meet to discuss how this may be best communicated to the community and bring back their suggestions to the next meeting.

It was **agreed** that members of the Leadership Team forward a portrait photo of themselves to Nikki for publication on the website.

It was **agreed** that minutes of Leadership Team Meetings be uploaded to the WWUK website once they have been accepted. Any information regarded as personal or financial will be redacted before publication.

3 Brought Forward from the Previous Meeting

3.1 Holding of tasks until the recruitment of the task team

It was **agreed** that members of the Leadership Team continue to hold the tasks they are currently undertaking and that this be discussed further at the Face-to-Face Meeting.

3.3 Face-to-Face Meeting and future meeting dates

The Face to Face Meeting to be held on 20 May 2017 at Manor Farm, Walsall, was **confirmed**.

It was **agreed** that a poll be sent out to establish general availability of Leadership Team members and that dates for future meetings in the next 12 months be set.

It was **agreed** that Leadership Team meetings be held fortnightly until mid-June 2017.

3.4 Feedback on contact with Mellon about support with Registrations

It was **noted** that Fran and Katja have now taken on the bulk of this role on a temporary basis, with Mellon giving telephone support to prospective participants.

4 Finance

4.1 Bank balance

4.2 Turnover to date

4.3 Profit/loss to date

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

The Financial Report to date was **noted**.

It was **agreed** to ask Liz Megson whether the Membership Fees are paid into the Bursary account.

It was **noted** that 13 women have so far registered for the July 2017 Weekend. Of these, one has deferred attendance to the November 2017 Weekend in Germany; six have fully paid, and two bursaries have been agreed.

5 Any Other Business

5.1 Acknowledgement of Mellon and Annie

It was **agreed** to bring suggestions for suitable gifts for Mellon and Annie to the next meeting.

5.2 Acknowledgement of Marg Renaud

It was **noted** that Marg, the Executive Administrator of Woman Within International, is soon to retire.

5.3 Approval of new contract for Woman Within International Workshops

It was **agreed** to bring this item forward to the next meeting.

5.4 Time commitment to the Leadership Team

It was **agreed** that team members consider the duration of their commitment to the Leadership Team and bring this back to the next meeting.

Date of the Next Meeting

The next meeting will be held by Zoom call on Thursday 4 May 2017 at 7.30pm. The meeting will be of 1.5 hours' duration.