



Minutes of the Leadership Team Meeting held by Zoom Call on Sunday 4 June 2017

Women on the call:

Ashleigh Megson
Fran Williams (Minutes)
Jane Carvell (Meeting Leader)
Liz Hawthorne
Susie Beazley

Apologies were received from:

Katja Layher-Segal
Sylvie Kerry

1 Minutes of the Previous Meetings

The record of the meeting held on 4 May 2017 was **accepted**.

The record of the Leadership Team Planning and Task Day held on 20 May 2017 was **accepted**.

2 Matters Arising from the Minutes

Matters Arising from the Leadership Team Meeting held on 4 May 2017

2.1 Acknowledgement of Mellon and Annie

Susie has now spoken with Annie, who has said that she does not wish to continue in the role she previously held on the Steering Circle.

Susie reported that gifts for Mellon and Annie to acknowledge all the work they have done on Steering Circle have been commissioned from Martha Preble.

2.2 Venues

It was noted that Liz Marsh has advised that further liaison with the ManKind Project is required to determine whether Waterperry House is a suitable venue for Woman Within Weekends.

It was **agreed** that Jane obtains further information from Liz Marsh and contacts MKP to find out what progress has been made, including any arrangements to visit the site.

2.3 Protocol for the Handover of Roles

The meeting heard that Annabelle Cuttelod has very recently moved back to Switzerland.

Ashleigh is to contact Annabelle once she has settled to arrange the next round of Transition Calls that will take place following the July Weekend. Ashleigh and Annabelle will co-ordinate these calls together as a handover, so that Annabelle is prepared for the calls following the October Weekend.

2.4 New contract for Woman Within International Workshops

The revised International Hosting Agreement has now been sent and forwarded to Leadership Team members.

It was agreed that Sylvie review the new contract and report back to the next Leadership Team Meeting on its content and implications for Woman Within UK.

2.5 Communications regarding the Leadership Team

Shelley has now completed the work agreed, and has put in a great deal of additional work.

Shelley has offered a quote to continue the work to its conclusion:

To complete content in the strategy plan:

- Review and edit all pages
- Complete email series
- Set-up of automated emails
- Design all booklets and a flyer

WW to provide raw copy as directed by strategy plan. SS to edit.

As per the schedule here over four months:

<https://docs.google.com/a/shellshockuk.com/spreadsheets/d/12FNj23-SbXhVqNaYLgGp4lO7oF2Ght8dTNN-293hZ00/edit?usp=sharing>

£600 per month over four months (+VAT).

It was **agreed** that Woman Within UK commission Shelley to complete this proposed work at a cost of £2400 +VAT (Total: £2880).

2.5 Time Commitments to the Leadership Team

Liz commits to two years with the Leadership Team.

2.6 Opening a Zoom Account

Fran is about to open the Zoom account for the Leadership Team as agreed in the meeting. This account will also be used for Virtual Circles and other requirements.

2.7 Weekend Co-ordinator Role

Susie has spoken with Annabel Search about this role and the possibility of her stepping up to the Leadership Team.

2.8 Woman Within Video being produced by Amanda Kidner

Shooting for the video took place on 23 May 2017. The current status of the production is now known.

The video will be uploaded to the website and will also be available on social media for sharing.

Matters Arising from the Leadership Team Planning and Task Day on 20 May 2017

2.9 Woman Within Weekend 7-9 July 2017 at Askham Bryan College, York

It was **agreed** to request that Sylvie review the cost of Askham Bryan College as a one-team Weekend and present the information to the next meeting.

2.10 Licensing Agreement with Woman Within International

It was noted that this has not yet been finalised due to ongoing negotiation with Char Tosi. Consequently, Woman Within UK continue to pay royalties to WWI, although these are gradually lessening.

In the past, fees have been paid directly to the Weekend Leader. However, for the July 2017 this is not the case. This may be due to an issue which arose in July 2016 about Weekend Leaders travelling from the US to the UK to present Weekends being perceived by the authorities as working rather than visiting.

It was also noted that the licence agreement will need to be discussed with the leadership of Sacree Femme! who provide Weekends under the Woman Within UK licence.

Woman Within UK (trading as Transitions Europe) remains liable for any financial failure in the Sacree Femme! organisation.

It was **agreed** that this be raised on the agenda of the Leadership Team Meeting in August 2017, with input from Sylvie from her review of the Licensing Agreement.

2.11 Communications regarding the Leadership Team

Copy has now been passed to Shelley for editing.

It was **agreed** that this be approved by members of the Leadership Team before it is sent out.

It was noted that the website will also need to be updated to coincide with the communication on the Leadership Team being sent out. Whether Shelley be asked to undertake this was discussed.

It was **agreed** to raise the update of the website on the agenda of the next meeting.

2.12 Planning for the Woman Within Weekend 27-29 October 2017

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

In preparation for this, it was **agreed** that Katja confirm the availability of Facilitators, Facilitators in Training and Team Leader for the October Weekend, and update the Leadership Team by mail in advance of the meeting.

It was noted that Shelley is preparing a brochure on talking about the Weekend to support recruitment to the October and other future Weekends.

It was **agreed** that the marketing of the October Weekend be raised on the agenda of the next meeting.

2.13 Wholeness Workshop

It was noted that having 18 French-speaking women on the Wholeness Workshop needs to be agreed with Woman Within International, as it has implications for the number of French-speaking presenters and small-group facilitators, as well as translation services.

It was **agreed** to proceed on the basis that there will be only 12 French-speaking participants as is customary. If Sacree Femme! identify that they have 18 possible participants, this will be taken up with WWI.

Nikki is completing the booking form for Feldon Hall for the Wholeness Workshop. It was **agreed** that we book all facilities at the site and then pare back when we know how bookings are progressing.

It was **agreed** that there will be no communications sent out to the community regarding Wholeness or other events until following the launch of the Leadership Team.

2.14 Woman Within Weekends 2018

It was noted that the second UK Woman Within Weekend in 2018 will be held on 19-21 October at Trafford Hall.

3 Brought Forward from the Previous Meeting

3.1 Honourings following the October Weekend

It was agreed that Liz contact the three Circles in Yorkshire, Dorset Wharf (London) and the South Coast to discuss the holding of Honourings following the October Weekend.

It was also **agreed** that Liz contact Melissa Kelly who lives in the Manchester area and has strong links with the ManKind Project (there being a significant MKP presence in Manchester) to discuss an Honouring in that area.

3.2 One Day Staff Training and Circle Training Dates

It was **agreed** that Sylvie advise of OTSD dates following the July and October Weekends. These will need to be offered to participants at the July Weekend, together with the Wholeness Workshop dates. Ashleigh is to consult with Sylvie about this.

It was noted that there needs to be at least one OTSD and one Circle training between the two Weekends, and that if more than one of each they should be held in a spread of locations.

Ashleigh reports that, since the last Circle training was cancelled, there are already six women on the waiting list. The maximum number of participants is ten.

Liz and Ashleigh are to work together on this and provide an update to the next meeting.

3.3 Planning for the Wholeness Workshop

Nikki is to book the venue, as agreed above.

Timescales for registrations were discussed and the following noted:

- They need to take place before the cancellation date for Feldon Hall (early January 2018) but following the October Weekend
- Payment plan options ideally need nine clear months with full payment six weeks before the workshop
- The deposit will be non-refundable (except if the Leadership Team decide that the workshop will not run)
- A build-up to the registration opening date will generate interest and demand

It was **agreed** to open the registrations for the Wholeness Workshop on 1 October 2017.

It was **agreed** that the dates of the workshop and opening of registrations be announced within three weeks of the launch of the Leadership Team.

It was **agreed** that the number of registrations be reviewed regularly following this and a decision made on whether to proceed prior to the cancellation date for Feldon Hall.

It was **agreed** that Nikki, Liz Hawthorne, Jane, Liz Megson, Sylvie, Fran and Marg have a Zoom call meeting to discuss the Wholeness registration and booking process and report back to the Leadership Team.

Susie will mail Liz with a list of women who have expressed interest in the Wholeness Workshop.

3.4 Facilitation Track

It was **agreed** that Jane, Nikki, Katja and Sylvie meet with Facilitators to discuss their role in the organisation and development of the Facilitation Track.

3.5 Mailboxes

It was **agreed** to raise this on the agenda of the next meeting.

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)

This standing item will be discussed further at the next meeting.

5 **Any Other Business**

5.1 Updated Participant and Staff Policy Manuals

These documents, together with the most recent Book of Readings, are now available in the shared drive.

5.2 Further Update on Communications

It was **agreed** that the work already completed by Shelley be signed off.

As agreed above, Shelley is to continue work on the website and mailings. Once she has completed this work, the aim is for us to be able to continue to update and develop communications.

The following issues about the website were noted:

- Essential plug-ins on the website have lapsed
- One of these requires payment
- The Web Development License has lapsed and requires a licensed web developer to renew it
- Currently we engage Matt Adams, who built the website, to handle technical issues. He charges about £50 per hour
- As Shelley is a web developer, she may be able to update the Web Development Licence

It was **agreed** that Shelley be asked to update the plug-ins and Leadership Team page of the website, this work to be included in the additional fee of £2400 + VAT agreed above.

It was **agreed** that Matt be asked to update the Web Developer Licence.

Date of the Next Meeting

The next Leadership Team Meeting will take place by Zoom call on Monday 26 June 2017 from 7-9pm.