



## **Minutes of the Leadership Team Meeting held by Zoom Call on Wednesday 26 July 2017**

### **Women on the call:**

Ashleigh Megson  
Jane Carvell (Meeting Leader)  
Katja Layher-Segal  
Liz Hawthorne  
Susie Beazley  
Sylvie Kerry

### **Apologies were received from:**

Fran Williams  
Nikki Widdicombe

### **1 Minutes of the previous meeting**

The record of the meeting held on 04<sup>th</sup> June 2017 was **accepted**. Pls see \*\*

### **2 Matters Arising from the Minutes**

#### **2.1 Venues**

Jane had a conversation with Liz Marsh, but has not received further details  
Jane will follow this up again with Liz

#### **2.2 New International Hosting agreement**

Susie mentioned that we have no costing yet for other workshops ( ie skills )  
Sylvie to obtain figures

Risks of not signing were discussed

After extensive discussions, it was **agreed** to sign the agreement as currently proposed, provided rates will be held for Wholeness 2018

Sylvie to include addendum and sign on behalf of WWUK

#### **2.3 Dates for One day Staff training have been set**

Sunday 24<sup>th</sup> September in Horsforth, Leeds

Sunday 1<sup>st</sup> October in Yapton, West Sussex

#### **2.4 Meeting with facilitation Team**

Jane, Katja and Sylvie will meet with members of the Facilitation Team. Initial contact has been made and common ground established. Alison Davis to get invited??

- 2.5 Website  
Nikki will sort outstanding issue regarding licence
- 2.6 Mailboxes  
Ashleigh to set up individual mailboxes as agreed previously
- 2.7 October Woman Within Weekend  
Series of emails to go out including  
'How to talk about the weekend'; open circles and taster circles, sharing of the video once finished  
Call to staff to go out on Friday 04/08/2017

### **3 Brought Forward from the Previous Meeting**

- 3.1 Company directorship  
No communication received yet from Catherine Harris, as soon as this happens Roxy will remove her name from Companies house  
Sylvie mentioned 3 new directors should be appointed very soon
- 3.2 Lodging Fee waiver for Core staff  
Despite our previous agreement not to waive the accommodation fee for Core staff and subsequent communication to them we had to discuss this again as new information has come to light. It has been **agreed** to waive accommodation costs for Core staff ( WEL, TL, FAC 1,2,3 and support FAC ) for the July 2017 weekend and all future weekend until further notice.  
Jane to communicate that  
It was acknowledged that some upset was caused with the previous decision and hopefully in future all necessary information is available to the leadership team for decision making.  
Few points to consider going forward:  
Surcharge for single-room usage?  
Where is crucial information sent to and from who?  
Should there be a consultation period for such decisions by International?  
Should there be a complaints procedure to enable clear communication ? – Susie to look into
- 3.3 a number of other issues were raised by members of the Fac team regarding the July weekend, finances relating to the weekend and decision-making processes and their involvement within that. It was agreed that further understanding needs to be sought about the variety of queries and it will be discussed at the next meeting

### **4 Finance - Sylvie**

- 4.1 Bank balance 7500.00
- 4.2 Turnover to date 16395.00

#### 4.3 Profit/loss to date

A loss of £1400 was made by the July weekend plus £700 for lost deposit on Nightingale centre

The importance of being clear about figures for October was highlighted – Susie to double check

Ashleigh commented that there are no overheads on P&L, so everything needs to be allocated to a weekend, ( stock, consumables ) so figures aren't always accurate

Jane suggested a financial planning meeting in the near future

Liz and Sylvie have a meeting planned for 02/08/2017 to discuss accounting issues

#### 4.4 Status of next Woman Within Weekend:

Registrations: deposits, fully paid, bursaries issued, payment plans, potential bad debts- Katja and Fran

Other issues: venue deposits, insurance – Sylvie

12 Women registered for the October weekend so far

Deposits for 2018 venues have been paid

### 5 Any Other Business

5.1 Amanda Elithorn forwarded a first rough cut of the new Woman Within Video and all Leadership Team members are to give their feedback to Ashleigh and Susie by 03/08/2017 so they can pass that on

5.2 Ashleigh informed us that 3 women have so far come forward to enquire about some of the task roles on offer

#### **Date of the next meeting**

The next Leadership Team meeting will take place by zoom call on Thursday 24<sup>th</sup> August from 7 -9pm

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Before putting previous minutes on the website:

There was also a point about membership being mentioned in the previous minutes where a sentence was incomplete and seemed to belong somewhere else but I didn't note that down correctly ... if someone could let me/Fran know please ( Sylvie I think you said something about it ... )