



## **Minutes of the Leadership Team Meeting held by Zoom Call on Thursday 24 August 2017**

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

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

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

Nikki Widdicombe

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

The record of the meeting held on 26 July 2017 was **accepted**.

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

#### **2.1 Waterperry House**

Jane has received an inconclusive reply from Liz Marsh about the arrangements for Waterperry House.

It was **agreed** that Ashleigh speak directly with Liz to gather the required information. Jane is to forward Liz's mail to Ashleigh.

#### **2.2 Costings for the Skills Workshop**

It was **agreed** that Sylvie compile and circulate the baseline costs for the Skills Workshop before the next meeting.

#### **2.3 International Hosting Agreement**

The International Hosting Agreement has now been signed and returned to Woman Within International. It is awaiting counter-signature by Marcia Stone.

It has been **noted** that the International Hosting Agreement was formulated without consultation with Woman Within UK or consideration of the impact upon our planning and financial status. Marcia Stone has advised that this could have been done differently, and that any comments WWUK wish to make on the IHA will be considered. This forms part of a broader conversation with International about consultation.

#### 2.4 Website Licence

Nikki has checked with Matt Adams about whether he has been paid twice for renewing the Web Developer Licence. He has not, but has been paid for work undertaken.

#### 2.5 Mailboxes

Ashleigh has commenced creating the mailboxes. This will be completed by 29 August 2017.

#### 2.6 Mellon's mail and telephone number

Mellon is still receiving mail from the Weekend Registrations mailbox.

Mellon also reports that she is receiving telephone calls and would like her number removed from the WWUK and WWI websites.

Fran to check this and mail Christina Smith at International.

Woman can contact the Weekend Registrars by mail and request a call, rather than have a telephone number listed on the site.

#### 2.7 Call to Staff

So far 26 women have applied to staff, with 4 applications awaited. The deadline for applications is 8 September 2017.

A second Call to Staff mailing will be sent out if this is required.

#### 2.8 Complaints Procedure

Susie reports that a Complaints Procedure is included in the WWI Strategic Policy. This outlines the method of escalating complaints, but lacks clarity.

It was **agreed** that Jane look into this further.

#### 2.9 Communication to Core Leadership on Waiver of Lodging Fees

It was **noted** that responses have been received from Mellon and Annabel.

#### 2.10 Booking of Trafford Hall for the October 2018 Weekend

It was confirmed that a deposit of £2000 has not yet been paid to Trafford Hall for the October 2018 Weekend.

It was noted that Feldon Hall offer a better deal, although their availability for Autumn 2018 is limited.

As it will not be possible to pay the deposit until after the October 2017 Weekend, it was **agreed** that a decision on this be deferred, until that time. It will also be possible then to evaluate Trafford Hall as a venue.

#### 2.11 Video Feedback

Susie has sent a brief with feedback to Amanda Kidner, but has not yet received a response.

It was hoped to have this as a marketing tool for the October Weekend. However, it was agreed that this is not a priority as we have other marketing material at present.

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

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

#### **4 Finance - Sylvie**

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- Katja and Fran

Other issues: venue deposits, insurance – Sylvie

It was noted that we have 16 participants registered for the October 2017 Weekend.

We need 26 participants to break even. To run as one team would entail a loss of £4000.

It was **agreed** that we run the October 2017 Weekend as a two-team Weekend.

### **5 Any Other Business**

#### 5.1 Marketing of the October 2017 Woman Within Weekend

It was noted that 20 women have confirmed attendance at Open Circles following advertising in Meet Up.

It was **agreed** that communication to the Facilitation Team and separately to staff be sent out advising that we need ten more participants. This supports collaboration and reaching out. This is also to be published to the Facebook Sacred Space.

It was **agreed** that Katja confirm Alison as a Facilitator so that she can book her flights.

## 5.2 Facilitation, Facilitators in Training and Team Leaders Collaboration

A wide-ranging discussion took place regarding the relationship between decisions made by Woman Within International and Facilitation Teams, and the role of the Leadership Team in planning for Woman Within UK.

It was **noted** that the Leadership Team are denied access to information essential to forward planning, and also that decisions that impact upon planning (and finances in particular) are made by International without prior consultation.

It was **agreed** that Jane, Katja and Sylvie form a team to continue the path of collaboration with the Facilitators and Facilitators in Training. Ashleigh is to provide information on current arrangements for the Team Leaders which can serve as a model.

It was **agreed** that Katja arrange a meeting of the team and lead the discussion.

The lack of clear avenues of communication from International was also **noted**.

## 5.3 Mellon's Fee for the July Weekend

It was **agreed** that Jane telephone Mellon to explore this further, and that she make an offer to Mellon of fee payment based upon the response.

The next Leadership Team meeting will take place at **7pm on Sunday 24 September 2017**.