



**Minutes of the Leadership Team Meeting
held by Zoom Call on Thursday 14 December 2017**

Women on the call:

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

Apologies were received from:

Fran Williams
Susie Beazley
Nikki Widdicombe

1 Minutes of the previous meeting

No record of the meeting held on 15th November was available
Ashleigh agreed to put together what she remembers and upload for everyone else to add to

2 Matters Arising from the Minutes

See above

2.1 Finance

2017 Figures given to Roxy to draw up the accounts
Info urgently required from Fran about the 2 women from Oct weekend and refunds

2.1.1 Sylvie has been working on creating spreadsheets for different venues with financial information, so we can easily identify break even points, overall costs, staff – participant ratios etc

Currently 21 participants required to break even in April
Discussion took place to consider losses if one team compared to losses with low number 2 teams ... so maybe not confirm women after 16 (one team cut off) until break even point reached ...

2.1.2 Insurance due in February

Needs to be carefully checked before renewal due to new WWI staff indemnity
Jane & Sylvie to read through CAREFULLY

3.1 Weekend coordinator role

Currently a vacant position – does it need filling ??
TL's currently look after all aspects of the role for the weekend they're responsible for (Ashleigh – Feldon Lodge Hemel Hempstead April 2018,
Annabel – Trafford Hall Chester October 2018)
A Venue Coordinator is required !

4.1 Wholeness

All available bursaries from International have been granted
French community is asking about honouring SF membership
An extensive discussion took place around membership and discounted rate for members
The cost of translation equipment which is shared out amongst all participants, but only 12 french women benefit was brought up

Sue Baxter has agreed to work with the Wholeness TL and deal with staff accommodation prior and post weekend as well as communication with the venue

5.1 Skills

To be held 03/04 Nov 2018 as both Venue and Paula are available
6 women have expressed interest so far
Ashleigh to confirm venue and Paula
Sylvie to get figures together to see about charges

6.1 Guidelines on financial decision making

Currently: no approval process
No spending limit
No control
Women out of pocket

A brief discussion took place how this impacts financial forward planning as well as How individual woman feel about unauthorised expenditure
It was agreed to take this forward to the LS meeting day for an in depth discussion on financial guidelines
Sylvie to approach Nadja for some input ..

7.1 LS face to face day

Currently suggested WE 13/14 January
Jane to coordinate dates and venue

Any Other Business

Volunteer recruitment	deferred to planning day
WWI interdependence committee mtg	was postponed
Transgender policy and implementation UK	needs looking into by Feb for April WE
Venues and dates for 2019	deferred to planning day
Feedback from Training	

Date of the next meeting

The next Leadership Team CALL should take place by zoom call on Sunday 14th January 2018 from 7 - 9pm PENDING A DECISION ON THE MEET UP

