



## **Leadership Team ( WWUK Board of Directors)Meeting Minutes Monday 19 February 2018**

**Attending:** Jane (minutes and chair) Susie, Katja, Sylvie, Liz

**Apologies:** Ashleigh, Fran

**Absent:** Nikki

**1. Minutes From Leadership Day January 2018 approved.** Items that required further discussion on this meeting agenda.

### **2. Matters Deferred from the Minutes 14th Dec 2017**

#### **2.1 'Formal' feedback to WWI on Transgender Policy.**

As yet this has not been followed up with WWI.

A discussion was held regarding the communication that needs to go out to women staffing and participating regarding the potential of Transgender women attending.

A Transgender woman has applied to staff. It was agreed that the WWI policy of inclusivity needs to be followed and a clear communication to go out with the staffing documents regarding this policy.

**Action:** Sylvia to send to Leadership Team the Inclusivity values and the policy regarding Transgender.

**Action:** Katja. To ensure that information is made clear on staffing documentation regarding WWI Inclusivity values policy on LGBTQ and transgender information.

**Action:** Ashleigh. Team Leader needs to manage any issues that arise on the weekend. It was recognised that there is a potential risk of shaming women who are transgender. Room sharing could be raise issues.

### **3. Brought Forward from the Leadership Day January 2018**

#### **3.1 19th May AGM to be discussed and agreed**

It was agreed that an AGM needs to happen and that it needs to be on a date where as many of the Leadership Team can be present, particularly in the morning and a core of the team to remain for the whole day.. The May date doesn't work for some of the team and so a suggestion was made for a date to be set for the 2nd June 2018.

The purpose of this day is to promote the work that the Leadership Team are involved in, sharing the Vision/Mission and Values of the organisation and encourage women to step up into roles. The second part of the day would be a celebration.

It would be good to get others involved in the organisation; Liz Marsh and others who want to be part of the running of this day

**Action:** Jane to send round new date possibility of the 2nd of June. Start time 10.00am and finish at 4.00pm. It is important that we can get this confirmed and launched as soon as possible to maximise attendance.

### **3.2 2019 Training Delivery plan for 2019 to be approved.**

#### **Weekend delivery**

It was agreed that there will be 3 training weekends for 2019.

2X2 weekends April/October to run at Feldon Lodge and a

1X1 June Weekend to be run at Nampton Hall. ( this is a test weekend, self catering with an eye kept on budget)

**Action:** Susie to liaise with The Team Leader Team to see if they will take on checking for availability of venues, ensuring the avoidance of Easter and potential school holidays. and come back to the Leadership Team. If they are available then to check with Sacree Femme to see if there is the potential of sharing Weekend Leader to reduce costs. Susie to report back to Leadership Team with update of task delegation.

#### **Skills Training**

We already have 7 women on the waiting list for Skills 2018, and registration hasn't started yet!

The question arose whether to book in Skills for 2019?

Susie advised that in theory 1/3 of women go through Skills per year and so getting it in the diary sooner than later would make sense and also it would mean that there would be more possibility to book Paula.

**Action:** To agree date and see venue availability and Paula's availability

#### **Fit/ Fac Weekend 2018**

Everyone was in agreement that a Fit/Fac weekend needs to go ahead and would be highly beneficial

**Action:** Sylvie to take it forward and make this happen, updating the team with progress and dates/budget requirements etc.

### **3.3 Redefine Leadership Team name.**

It is confusing for the organisation as the training leadership team is already called the Team Leading Team. Could be called the WWUK Board of Directors.

**Action:** It was agreed that we would change our collective name to **WWUK Board of Directors**. This would bring us in line with WWI. We would re launch the team as WWUK Board of Directors at the AGM..

### **3.4 Financial decision-making protocol process**

**ACTION:** Ashleigh Guidelines on financial decision-making in line with the discussions and policy agreement made at the face to face meeting ( please see minutes) needs to be completed and shared with the organisation prior to the April weekend. This will head off any issues with over-expenditure.

## **4. Finance**

### **4.1 Turnover to date**

**4.2 Profit/loss to date:** Balance is looking healthy and there are funds to pay for insurance and deposits.

### **4.3 Status of April 2018 Woman Within Weekend:**

It was acknowledged that we have 26 participants signed up for the weekend, 6 have already paid.

***It needs to be minuted that this is an amazing achievement and that the Leadership Team needs to take credit for enabling this to happen, especially in the light of the state of things 12 months ago.***

#### **4.4 Registrations: deposits, fully paid, bursaries issued, payment plans, potential bad debts**

Bursary account is looking positive £2800.

3 bursaries agreed for the weekend April Weekend and 2 for Wholeness.

**ACTION:** There needs to be some focus on fundraising to increase the bursary account for 2019. This will be an agenda item for the November 2018 face to face meeting.

#### **4.5 Other issues: venue deposits, insurance**

##### **Insurance**

Jane and Sylvie have been looking at the current insurance policy and have agreed that it is not fit for purpose. As we are not running a weekend until April we have let the renewal lapse and we now are uninsured

We are looking at different insurance that is more relevant to our organisation and meets that liabilities that we may encounter.

**Action:** Jane to send Sylvie WIP insurance policy

Action: Sylvie will explore potential insurers that are more appropriate to our organisation.

## **5. AOB**

### **Wholeness - Huge acknowledgement to Liz for what is being achieved with Wholeness**

Sylvie has made International aware of the budget for presenters for flights and accommodation. Sue Baxter has been liaising with Feldon Lodge and doing a great job. It is projected that financially we will break even. It is difficult for us to make a profit as the costings has changed due to the hosting agreement. We made a decision to reduce the price for participants to make it accessible.

#### **Wholeness Bursary**

Bursaries have been allocated; 2 from international and 2 we are using from our own bursary fund

#### **Interpretation equipment**

Liz is not clear on exactly what we need to hire for the event.

**ACTION:** Liz to contact Françoise from Sacree Femme as she is instrumental in understanding what equipment will be required.

#### **Wholeness registration issue ( brought by Liz)**

A woman from S.Africa has booked her flights before getting a place on Wholeness and has then been placed on the waiting list. She is apparently the Director of WW S.Africa and contacted Paula to see if there was anything that could be done.

Paula has asked Liz if we can bump her up the list or give her an additional place.

There is a maximum of 36 places on Wholeness. There is already a waiting for both French and UK women, and it was agreed that UK women would take priority as not many places have been taken up.

**AGREED:** Registration is based on a first come first served and we need to adhere to the fairness of our policy.

**ACTION:** Liz needs to check with Marg whether the participant registered with the US for wholeness and if so on what date? If this is the case then WWI will need to resolve this issue as the agreement with WWUK was that we would manage all the participant registrations. If she has not registered a communication needs to go to her to advise her that she will remain on the waiting list in line with everyone else.

As Wholeness runs more regularly in the states she can be advised that she could find a place and reschedule her flights to the states.

***NB: It would make sense when advertising workshops that potential participants are advised on the Website not to book flights until they have a confirmed place on a programme!***

**5.2 Insurance See point 3 above.**

### **5.3 Licence Agreement**

**Action:** Place on Agenda for March Zoom

WWI want the agreement needs to be in place by the 30th April. WHY?

**Action:** Sylvie to ask US why the agreement has a deadline for 30th April and then only running until to November 2018. Also suggest that the Weekend agreement and hosting agreement should be pulled together and a service level agreement to be put in place.

### **5.4 Sacree Femme Licence**

It was agreed that as they have their own insurance and plan their own weekend that it makes sense for them to separate from WWUK and have an independent Licence agreement. Françoise has already mooted for this.

**Action:** Sylvie to Go back to Shannon (WWI) and tell her that we agree to sever ties with Sacree Femme and for them to have an independent licence agreement.

**5.5 Task role recruitment** Need to find out what roles are needed and to get further support.

**Action:** Susie to have a look through all her documents to find minutes any useful information

**Action:** Jane to ask Fran about information taken from face to face meeting that was held in 2018 at Ashleighs work as this was heavily explored.

**Action:** All, Please see action on minutes from face to face meeting in minutes it was agreed that each person would look at their area and the roles that may be needed.

### **5.6 Community feedback research**

Before June meeting to do a survey with members to get a fix where women are now in with the organisation. ie How new stuff like to emails that are sent after the Training weekends have impacted. Need to get a survey for new graduates over the past year about the new registration response. Then the broader community, and possibly to repeat the survey that was done a few years ago.

**Action:** Susie to dig out previous questionnaires and send them to team to look at before next meeting and agenda it for March meeting.

### **5.7 Feedback from International Liaison Committee (Susie)**

Very exciting! Please see email sent by Susie regarding this.

The Committee wants two women on every roster for each region so that there is always a representative.

18 women were on the call in total across the globe. Discussion around what women want for the committee to accomplish. Wanting women not to just be surviving but thriving.

Wants the global community to move forward together.

Spreadsheet to be completed by each region to state what their priorities are for our region.

There will be debate across the regions to finalise the organisational focus. There is consultation happening with MKP, Looking at shared resources, finances and leading from feminine values and leadership.

Scope of community is really exciting and shaping the organisation and be much more inspirational and less hierarchical. What is the transformation that we bring and is it still relevant? They are not currently looking at other female organisations...not at the moment.

There is a task group looking at the whole Fit Fac track, Sylvie might be interested in this.

We are going to rotate on the meetings. Need to decide who will attend and who wants to attend. Meeting dates will alternating between Sunday and Thursday monthly.

Next call: **Sunday 18th March.**

**Action:** Jane and Susie to be on the call

**Action:** ALL Send to Susie what they feel is the top 5 priorities for our region in relation with international and other regions so that we survive and thrive. (practical things and what would we want the organisation to be looking at). What do we think that the high level things are? ie an organisation is more accessible whatever their means, how do we get younger women etc.

**Action:** ALL to send information to Susie By End of Feb 2018. Susie will then send them back to the committee.

### **Directors Face to Face meeting in November**

**Action:** Jane to send a Doodle Poll to the team with November dates

**Action:** All Team to complete doodle poll quickly

### **Meeting Minutes Leadership Team Approval**

It was agreed that the meeting minutes need to be approved by the Leadership team prior to the next meeting. This will maximise the time for the team to discuss important agenda items rather than go over old ground.

**Action:** Jane to send out minutes within the next 7 days for approval.

**Action:** All to send an email by return to Jane approving the minutes, and raising any points on the minutes that are inaccurate or unclear. These will then be discussed at the next meeting.

**3 Agenda items deferred to next meeting**

Changes to Data protection Act and implications to us

Licence Agreement feedback for WWI

Community Surveys to discuss

AGM discussion and agreement