



**Leadership Team Planning and Task Meeting
held on 20 May 2017
at Latimer Road, London**

Women at the Meeting:

Ashleigh Megson
Fran Williams
Jane Carvell (Meeting Leader)
Katja Layher-Segal
Nikki Widdicombe
Susie Beazley

Apologies received from:

Liz Hawthorne
Sylvie Kerry

The women at the meeting lit candles to honour and hold space for Liz, Sylvie and Debbie who were unable to attend.

Planning June - November 2017

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

The Team noted the following:

- 16 participants are registered for the July Weekend
- Three women who previously registered have chosen to change to the October Weekend
- Two women who previously registered have decided not to attend
- 24 women have applied to staff
- Although Katja as Staffing Co-ordinator has reached out to staff who may wish to staff as Facilitators in Training, as yet none have applied
- Three Apprentice Facilitators in Training have applied to staff, one of whom could undertake the Assistant Team Leader role to meet their progression requirement
- Woman Within UK pay for Facilitators and the Team Leader
- There would be no cost if a Facilitator who has applied acts as a Support Facilitator
- If it was decided to have a two-team Weekend, there may be additional costs to fly in the required staff from the US

- Two mailings have been sent out inviting women to staff with a closing date of 19 May 2017
- There will be some loss incurred if the York Weekend does not reach break-even
- It is positive to say that the Weekend is full

After very careful consideration risks and benefits and sharing of concerns around making this decision, it was **agreed** that the Woman Within Weekend in July be a one-team Weekend, with a waiting list to be held in case any registered participants choose not to attend.

This decision was made with the intention that the community will know that it was made wisely and for the long-term good of the organisation. Work continues to be done and energies need to be focused on the strengthening and building the community to maximise future opportunities. The team is connected and supportive of one another as we work together toward this goal.

The Team noted that this decision-making is a model for future Weekends, and **agreed** that the matter be brought to Leadership Team meetings at a suitable interval (six weeks) prior to the Weekend for a decision to be made collectively.

It was **agreed** that concerns about there not being sufficient Facilitators in Training currently progressing for further consideration of how women can be supported and encouraged to enter the FiT Track be included on the agenda.

It was **agreed** that a communication is sent to the community as soon as possible to launch the Leadership Team – if possible prior to announcing the one-team Weekend. The website is to be marked as the Weekend being FULL and the registrations closed.

Woman Within Weekend 27-29 October 2017 at Trafford Hall, Chester

The following points were considered:

- The venue is large enough for 32 participants
- By October we will have more staff, more FiTs and more participants
- Feldon Hall will charge us for 50 people regardless of how many attend

It was **agreed** that the Team plan and build for a two-team Weekend in October.

It was **agreed** that the Call to Staff for October be sent out within the next few weeks (following the staff allocations for July); women are to be advised to hold the date and that they will be notified of the outcome of their application six weeks prior to the Weekend.

Facilitators in Training

- Facilitators in Training need to staff at least once every two years to maintain their level of progression

- There can be two Facilitators and a FiT3, or three Facilitators on a two-team Weekend
- A minimum of four FiTs at a combination of levels is needed for a two-team Weekend
- This equates to 20 facilitation points per team
- Katja sent out a Doodle Poll to the FiTs once the date and location of the October Weekend were known
- We can input to Woman Within International on any suggestions we have, e.g. fast-tracking
- FiTs need to have completed Skills and Wholeness Workshops, which should be taken into account when considering whether to run Wholeness
- It should also be considered that Germany need FiTs for their Weekend

It was **agreed** that Katja mail all Facilitators and Facilitators in Training to confirm their availability for the October Weekend.

Honourings following the October Weekend

This is to be raised on the agenda of the next meeting.

Dates for One Day Staff Training and Circle Training July-November 2017

This is to be raised on the agenda of the next meeting.

Planning November 2017 – June 2019

It was **agreed** that in the period from July 2017 until June 2019 the focus of the Leadership Team will be on strengthening and building the community. For this to happen, the Skills Workshop, Wholeness Workshop and Circle training and growth need to be in place.

- At present, about one third of women who attend the Weekends continue on to Skills and Wholeness. This could increase with the improved plan of post-Weekend communications
- The recent survey sent out by Shelley highlights communications and integration as a current fail point
- As noted above, Skills and Wholeness Workshops are prerequisites for the Facilitation Track. They are also requirements for the Weekend staffing roles of Nurturers, Assistant Team Leaders, and Team Leaders
- Open Circles are a proven way of recruiting woman to Woman Within Weekends
- Do we develop a strategy to re-involve women who have fallen away from the community, or focus on developing the involvement of women who are being introduced to Woman Within UK?
- Acknowledging that a great deal of energy has been devoted to running the Weekends, it was also noted that we have a legal (licence) requirement to host two Woman Within Weekends per year
- In the past, there has been a “desperation” to recruit women to the Weekend, involving a great deal of “hand-holding” to women who are not our target audience

- It is important to be factual, and to promote women being empowered to make their own decisions, trusting that they know when the time is right for them to complete the Weekend

Wholeness Workshop

The following points were noted:

- The accommodation cost of the Wholeness Workshop has not increased since 2015
- Potential dates are 24-29 April and 3-8 July 2018, both at Feldon Hall
- It is advisable not to hold the Workshop during school holidays
- It is better for women coming from France not to hold the Workshop in August
- We hope to have 12 women coming from France, but could take 18
- It may be possible to have a group of six women from Germany
- There are two Woman Within Weekends in the UK, whose participants may wish to attend Wholeness
- Feldon Hall requires a deposit of £200, which would be returnable if a decision is made before December 2017 not to go ahead
- We need to consider events of other organisations to avoid clashes

Ashleigh presented a revised projection of costs for the Wholeness Workshop.

Liz Hawthorne has volunteered to act as Registrar for the Wholeness Workshop.

It was **agreed** to pay the deposit for 3-8 July 2018 at Feldon Hall, and that Susie would confirm the dates with them.

It was **agreed** that the participant fee for the Wholeness Workshop will be £875 each.

It was **agreed** to put the plan for Wholeness on the agenda of the next meeting.

It was **agreed** that, as part of planning, we would set a cut-off date at which point we would decide whether to go ahead with the Wholeness Workshop.

Woman Within Weekends 2018

The following points were noted:

- It would help with costings to tie in with the dates set by Sacree Femme!
- It may not be possible to have Paula as Weekend Leader for both UK Weekends, but we should try
- Feldon Hall is economically viable for both one- and two-team Weekends
- At Trafford Hall, we need to have a total of 50+ participants and staff to break even.

The following dates and venues were **agreed** for Woman Within Weekends:

27-29 April 2018 at Feldon Hall, Hemel Hempstead

26-28 October 2018 at Trafford Hall, Chester.

It was **agreed** that if Trafford Hall is not available for these dates, we hold the second Weekend 28-30 September 2018 at Feldon Hall.

It was **agreed** that Fran and Katja notify Woman Within International of the dates we have set for 2018 before 1 June 2017.

It was **agreed** that Ashleigh confirm the April 2018 dates with Feldon Hall and ask them to pencil in the dates for September 2018, and to liaise with Annabel about cancelling dates pencilled in at Askham Bryan College.

It was also **agreed** that Ashleigh contact Sacree Femme! to see if they can move their October Weekend forward so that it is back-to-back with the UK 26-28 October Weekend.

Skills Workshop and One Day Staff Training

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

Woman Within Weekends 2019

An experimental self-catering one-team Weekend in 2019 is to be considered. This could be held at Nanpantan Hall or Waterperry House.

Annual General Meeting

The following points were noted:

- Woman Within UK has customarily held AGMs (or otherwise named general gathering at which accounts are signed off
- It is not necessary for the Directors to be there
- It is a requirement that there be agreed and signed minutes documenting the signing-off of accounts
- All members of the community are invited
- It would be this meeting which ratifies the selection of “board” members.

It was **agreed** to hold an annual meeting in November or December to sign off the accounts and ratify board membership.

In 2017 this meeting will also serve as a launch for Woman Within global vision and values.

The meeting could be combined with a Christmas party.

Membership

There was a general discussion about membership of Woman Within UK, and the move to making Woman Within UK a Community Interest Company.

At present, an amount from each registration goes towards each participant’s membership for the year following their Weekend.

The matter of memberships is complex and could be a project for a member of the community.

It was **agreed** that Jane review and complete the application for becoming a Public Interest Company.

Tasks

Event Management Director - Nikki

Nikki’s role is perhaps the most described of all the Directorships. It involves bringing together groups who may have been “doing their own thing” until now.

The role covers:

Staffing	Staffing Co-ordinator	Katja
Registrations	Registrars	Katja and Fran (Weekend) Liz (Wholeness Workshop)
	Administration “Sirens”	
Facilitation Track	FiT Co-ordinator	Roxy
Team Leaders	Team Leader Co-ordinator	Sue Baxter
Venues	Venue Search Co-ordinator Weekend Co-ordinator	
Supplies	Supplies Co-ordinator	Nikki and Ashleigh
Paperwork	Paperwork Queen	Harsha
Transport		
Catering		

Communications and Marketing Directors - Ashleigh and Susie

PR and Advertising

Ambassadors	MKP Liaison	Liz Marsh
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Women in Power

Jane

It was noted that, as a great many women come to Woman Within through the ManKind Project, this relationship should be strengthened and built upon.

Database

Database Co-ordinator

Fran

Customer Relationship Management

It was noted that Woman Within International has selected Insightly as the CRM system. It is reported by Christina from WWI that this will take one year to be up-and-running and five years to be fully operational.

It was **agreed** that Mailchimp be used to fulfil CRM functions in the meantime.

The control of access to data and who “owns” it was discussed.

Website

Webmaster

Nikki

Technical

Referred to Matt Adams

Creative and Content

Nikki

Social Media

Facebook Administration

(Shelley)

Bloggers

Instagram

Pinterest

Twitter

Merchandise

Merchandise Co-ordinator

Promotional Events

Ambassadors, Speakers at events run by other organisations

Promotion of Open Circles

Enrolment Events

Content

Creative Director

Writers

Designers

Mailings

Mailing Account Manager

Skills Bank

Relationship Director – Liz

Circle Recruitment	Circle-Co-ordinator	Annie
	Regional Co-ordinators	Ashleigh
	Circle Training Co-ordinator	Ashleigh
	Transition Circle Co-ordinator	Annabelle Cuttelod
	Virtual Circle Co-ordinator	Ashleigh
	Open Circle C-ordinator	Ashleigh
Circle Opportunities	Circle Resource Officer	
Celebrations/Honourings	Celebration Co-ordinator	

Responsible for engagement to Staffing and Leadership

Liaises with Events Director and Communications and Marketing Directors

Chair – Jane

Holds space and supports the integrity of the container
Stands clear and has a bird-eye view
Supports the team to keep focus
Supports the team to have a voice and keep connected
Manages conflict

The team welcomed Jane's offer to have a two-day Leadership Team event for container building.

Administrators – Katja and Fran

Set agendas for meetings and day events (in liaison with Jane)
Record meetings and events
Co-ordinate and securely store all documents
Act as single point of contact for all communications with Woman Within International, Sacree Femme! and Woman Within Germany
Liaise with Sylvie as Governance Director on policies for storing and recording financial information

It was **agreed** that Katja and Fran mail Marg to advise that all incoming communications from WWI should be sent to infor@womanwithin.org.uk.

It was **agreed** that Fran and Katja look into whether we need to be registered with the Information Commission.

Governance Director – Sylvie

As Sylvie is on the Camino, this will be discussed at a later date.

Learning and Development Director Investment Generator

These two roles are currently unfilled. They will be advertised at the launch of the Leadership Team with a call to join.

Recruitment to Task Roles

It was **agreed** that we all write Job Descriptions of the Task Roles under our Directorship, and that these be sent to any woman currently undertaking roles. This should include what we want the task and support to look like.

It was agreed that Task Roles will be advertised, with a call to action and invitation to join the Skills Bank.

Any Other Business

Mailboxes

It was agreed that the Steering_Circle@womanwithin.org mailbox be redirected to info@womanwithin.org.uk.

The organisation and naming of mailboxes is to be raised on the agenda of the next meeting.

Date of the next Leadership Team Meeting

The next meeting will be held by Zoom call on Sunday 4 June 2017 from 7-9pm.

