

Board of Management
19th June 2019
Minutes of the Meeting

Chairman's remarks

The Chairman, Mrs Karen Jones, opened the meeting and welcomed everyone. She wished a Happy Birthday to Iwan and welcomed Simon Snape, Llawhaden YFC, to his first Board of Management meeting!

Apologies for absence

As per attendance book.

Minutes of the last meeting held on 13th March 2019

These were read and signed as a true record

Matters arising

The following matters arising were noted:

- The Defibrillator Training held on 3rd April, with a low number of attendees but good informative evening
- Outdoor Cinema was a successful night, and thanks were extended to everyone involved.
- Simon Snape is the new Llawhaden YFC Representative
- New water boiler has been purchased
- New pull up banners have been purchased and were on display at Rally Day

Correspondence

1. Letter from Non Thorne

A letter from Non Thorne, regarding the work of Tom Bevan and Richard Summons at Dances and events was read out. At this point, Tom left the meeting and Richard was not in attendance. Karen noted that they put in a lot of time for our events, which are very profitable and essential for the movement. A discussion took place, and it was agreed for Karen and Owain to discuss this with Tom and Richard and bring back to October BoM Meeting to discuss ahead of the Queens Ball, being the next event in the Calendar.

2. Email from Nia Lloyd

An email had been received from Nia Lloyd and BCC IT suggesting that the office computers are upgraded to Office 365, at a discounted cost of £2.30 per month, per user, and the current software will not be supported soon. This was agreed.

Hon. Treasurer's report

The Treasurer, Mrs Caroline James, gave a report and highlighted the following points:

- An update on account balances as follows:
 1. Treasurers Current Account: £9,186.81
 2. Reserve (319): £57,509.84
 3. Reserve (100 Club 160): £27,194.74
 4. Patrons Account: £1,669.12
 5. Treasurers Account 100 Club: £1,363.96Total Available Funds: £96,924.41

£35,000 transferred from Current Account to Reserve Account to limit what is held in the Treasurer's current account.

- The Outdoor Cinema event was very successful, and raised £1,600.00
- Rally Day Income and Expenditure was discussed, and an overall profit of approximately £10,000 was reported. She noted that this is an excellent result and congratulated everyone involved.
- Community Council Donations were noted, and currently stand at £550.00
- Clubs were asked to pay their invoices on time
- Caroline congratulated the office on introducing new systems, such as the card machine, which great and makes a big difference,

Karen raised a concern regarding the cost to the Queen, Male Ambassador and Attendant. There is a lot of cost involved in preparing food and paying for flowers for Rally Day, and this shouldn't be expected of our members. It was noted that our accounts show a false representation at the expense of our members, and this will put members off applying for the positions.

It was agreed that the cost of food and refreshments for judges and stewards should be on County, or a rota be drawn up for the year with duties being shared between clubs.

Tom gave a brief report on Rally Dance, stating that presale tickets were down on last year, however, more tickets were sold on the gate. Paying for the toilets to be cleaned was worth it, leaving in a good state. We shouldn't be expecting volunteers to be doing all the work with the profit we are making on these events. Very happy with how the event went.

Sponsorship

It was agreed for a smaller group to meet to prepare the sponsorship packs.

Membership

Current total – 557 (17 Associates) down 32 on last year according to NFYFC figures

Website

A web design company called United Studios, based in Newport Pems, are offering Pembrokeshire YFC a free website as one of their chosen Charities to support.

They had sent a proposal for their work, explaining their aim to support charities in Pembrokeshire.

Owain and Karen had met with representatives from the company and were happy to go ahead.

This was discussed, and all agreed. Karen asked members to look at our current website and inform the office of any changes or ideas.

County Show

The hospitality list of guests to invite to the reception was discussed, and agreed to remove the Deputy Leader and Members of the Council Cabinet, along with the Director of Education and County Youth Officer. Remainder of list to remain the same. It was agreed to invite guests and ask for a reply by a set date.

2019 County Training Programme

Previously discussed in January Meeting

Caroline was happy to train the Club Treasurers section.

Katie mentioned that she had been in contact with Emma from the DPJ Foundation regarding providing Mental Health training for members and leaders. It was proposed to offer this to 2 members and a leader from each club, however, is waiting for confirmation from Emma regarding numbers. The cost would be £45 per person. Tania proposed we put the money raised from the Outdoor Cinema event towards this to cover the cost. A mental health awareness evening was discussed, and Katie to come back with information when received from Emma.

County Organiser's Report

The County Organiser, Mr Owain Lewis, gave the following report at the end of the year.

Not a lot to report from me at this point, but it's been a busy 5 months since starting in February, going straight into Entertainment, Field Day, Wales Field Day and then on to Rally!

Main focus has been on providing support to club officials, organising competitions and rearranging the office.

We have a great group of club officials, hardworking and dedicated to their roles. We have changed the format of the competition entry forms by sending digitally, with all clubs sending by the deadline.

Deadlines are generally being met well, with not much chasing required!

We have introduced Weekly Info emails for secretaries, including reminders of dates and approaching deadlines. Sending one weekly email with all necessary info instead of numerous small emails throughout the week. Not much to report at the moment, so we will resume these weekly from September.

A lot of housekeeping has taken place at the office, which I'm sure you've all noticed, with a lot of sorting, tidying and shredding going on!

We have redecorated and rearranged the office, with the addition of new blinds and storage cupboard, hopefully offering a fresh and welcoming area for visitors and members.

We have put new systems in place, making the office more efficient, with more streamlined filing systems etc, taking on board Sian's ideas and comments.

Most communication is through email, which is great, and the phones seem quiet!

General feedback is positive; however, we are open to suggestions and ideas to change and improve.

Sian continues to manage the Silo Membership Database, and does an excellent job keeping the website bang up to date!

Social Media platforms are performing well with a strong following. Looking ahead, we plan to continue and strengthen these Platforms and introduce monthly or quarterly newsletters and increase press presence.

Events and Competitions had all run well according to feedback and have performed well financially too.

Sian is a great asset to the office and the movement, with lots of suggestions and ideas. She seems very happy in her work, and we work well together in the office!

We have a great team of officials again this year, in the Queen, Male Ambassador, attendants, junior member and senior member, along with chair, vice chair and president, and I look forward to working with them.

Resolutions - County Annual General Meeting – Wednesday, 18th September

2019

There was none.

County 100+ Club:

- (a) To review Subscribers' list.

Currently stands at 145

- (a) To decide on number of draws and amounts.

Entertainment Final February 2019

£75

£50

£25

Rally 2019

£50

£25

£25

£25

County Show 2019

£50

£25

£25

Exec AGM and County AGM to be combined

£75

£50

£25

£25

Draft County meetings

The draft calendar was distributed and discussed. It was proposed and agreed to swap the Club Officers Training night and the County AGM dates.

Year Book and Annual Report

It was agreed to combine both, and go with the format of the Year Book, including the Annual Report, to be produced in time for the County Show. It was also agreed to ask Rhiannon James to edit.

Queen's Ball 2019

Tom reported that the date is Friday 6th December, and the Venue has been booked. Rob Thomas Disco and Tom Collins band have also been booked. The members, along with the Queen, Male Ambassador and attendants need to take ownership of the event. Tom suggested that the taking down to take place on the Saturday evening following the dance. It was agreed to trial this. Stewards were also discussed, and it was agreed for a leaflet to be produced with all necessary information on and to be handed to stewards. Also, it was agreed to send the toilets away as they are, without cleaning.

Nominations for 3 co-opted members for the County Executive AGM.

Ros Bushell, Karen Jones and Anthea Phillips were proposed.

Staff Matters

There were none

Any other business

- The CIO was mentioned, and the committee were informed that all is in hand and we are awaiting to hear back from the Charity Commission.

Date of next meeting

The date of the next meeting will be Wednesday 16th October 2019.

The meeting was closed at 10.09pm