



**Minutes of AGM, held 13<sup>th</sup> January 2018 at Henman Basecamp.**

**Present:** Andy Whiteley; Aaron Southgate; Colin Bishop; Piers Plumridge; Naomi Markham; Fiona Lander; Michelle Guy; Christine Gray; Nick Gray; Dave Gower; John Sursham (Returning Officer).

Apologies: Jon Buggins; Helen Wingate; Neil Bertram.

**Chair:** Andy Whiteley

**Minutes:** Naomi Markham.

Minutes	Agreed	Action by
<p>Minutes from last year's AGM agreed. No Matters still arising.</p>		
<p>Nominations agreed for committee as follows:            Chairman: Andy Whiteley            Treasurer: Piers Plumridge            Secretary: Naomi Markham            Event Planner: Helen Wingate            Leader Selector: Aaron Southgate            Membership Officer: Colin Bishop            Bookings Officer: Piers Plumridge            Newsletter editor and social media: Naomi Markham            Website builder and maintenance: Jon Buggins            Member without portfolio: Michelle Guy and Neil Bertram.</p> <p>Thanks to Fiona Lander who has left the committee for her work and welcome to Neil Bertram.</p>	<p>All agreed</p>	
<p><b><u>Membership</u></b></p> <p>Membership remains at 105- 3 new members and 3 members lost over the course of the year.</p> <p><b>HOURS</b>            2534 hours worked this year, including 409 hours worked at the Megabash. This is less than last year when 2706 hours were worked.</p> <p>55 members worked at events, 35 of these pay their membership by standing order.</p> <p>There were 284 attendances on events this year compared to</p>		

<p>261 last year. This was made up of 55 members, 34 guests, 6 new members, 13 deleted and 4 lapsed members.</p> <p>Milestone hours cost £250 for 11 people.</p> <p>Volunteer cards 17 (2016 – 18) Admission cards 5 (2016 – 5)</p> <p>Events offered 25 (2016 – 31) 1 event cancelled by the property due to staff problems (Ham House). No events cancelled due to low occupancy. Basecamp occupancy 89% (2016 – 65%)</p> <p>13 events with over 9 attendees 11 events between 9 and 6 attendees No events below 6 attendees.</p> <p><b>VOUCHER REIMBURSEMENT</b> 2017 cost £965 to 56 members.</p> <p>11 events made more money from the National Trust than was paid to volunteers. However, overall made less in mileage reclaimed from NT than is given out to volunteers.</p> <p>Megabash- agreed not to recover £84 due to help from all property staff for event. Net loss for Allan Bank on mileage was £144 due to remote location of event and long distance travelled.</p> <p>All money has been recovered from Allan Bank and Henman for site mileage (both sites do not provide a minibus).</p> <p>We are up to date with money being recovered from the National Trust.</p> <p>Agreed to continue to pay 3p per mile per round trip for mileage. Colin to order vouchers.</p>	<p>All agreed</p>	
<p><u>Treasurer</u> Agreed that National Westminster Bank Plc to be requested to act as the bankers of the Organisation.</p> <p>Agreed that Piers can transfer money from group to himself in respect of events he has led in 2017. Totals about £200.</p> <p>More payments by bank transfer for regular weekends rather than cheque and more being paid on the weekend.</p> <p>Agreed for any new leaders that all money due for weekend will be transferred in advance and any money taken on weekend can be transferred back to group. This means that any risk of</p>	<p>All agreed</p> <p>All agreed</p> <p>All agreed</p>	<p>Piers</p>

<p>not receiving money lies with the group rather than the individual leader.</p> <p>Agreed to charge £45 for week at Dinefwr, £20 for bank holiday weekend, £30 for Easter and £10 for normal weekend. £10 is still enough to cover cost of weekend. Agreed to continue to charge extra via Meetup to cover cost of Paypal payment and Meetup account. This is £12 for a normal weekend.</p> <p>£1100 was received from properties and £1155 spent out on mileage vouchers.</p> <p>Reminder to leaders to put any worksite mileage on the account sheet after weekends so this can be reclaimed from the property.</p> <p>Megabash- cost of Megabash from group reserve was £687.03 after all income and costs were taken into account. All purchasing was done on a value for money basis and a great time was had. This was agreed to have been a good use of group funds for members that have been a part of the group over the years and all contributed to the reserve being built up.</p> <p>Extra minibus was ordered via National Trust regional office at Slindon. There still may be a £200 cost for this, but it has not been recharged so far.</p> <p>Still have a healthy reserve £3451.59 in reserve account.</p>	<p>All agreed</p> <p>All agreed</p>	<p>All leaders.</p>
<p><u>Bookings</u></p> <p>Often people turning up without booking that Piers does not know about, which leads to information on the website being incorrect. If leading and know that additional volunteers have booked please let Piers know so that website can be kept up to date.</p> <p>Agreed to change the way spaces on events are shown on website to read Spaces available; Few spaces available; Fully booked.</p> <p>Include bank details on every newsletter and how to book so that people can transfer payments easily. Hardly any payments by cheque now coming through.</p>	<p>All agreed</p> <p>All agreed</p>	<p>Piers</p> <p>Naomi</p>
<p><u>Weekend planning- update given by Andy on Helen's behalf</u></p> <p>Calendar is almost complete. Slightly behind schedule due to amount of work and time involved in the Megabash. The following will be added to complete the calendar:</p> <ul style="list-style-type: none"> <li>• May- a day task</li> <li>• June- a weekend or day task</li> </ul>		<p>Helen</p>

<ul style="list-style-type: none"> <li>• August- day task</li> <li>• October- day task</li> <li>• November- day task or weekend.</li> </ul> <p><b>Questions from Helen:</b></p> <p><u>Do we want another weekend at Henman this year?</u>  Agreed Yes working at Leith Hill Place or Headley as a back up, but this may be better as a day task venue.</p> <p><u>Any particular day task properties that are better than others, which ones?</u>  Maidenhead &amp; Cookham Commons and Cliveden were good additions last year. Headley Heath works well as a day task. Cliveden rangers also look after <a href="#">Finchampstead Ridges</a> and mentioned that this would be an option for a day task when we last worked with them. Morden Hall Park depending on how well it goes at the end of the month- lots of bookings already from Meetup for this event.</p> <p><u>Is it worth having January events?</u>  Yes, good to start the year with events. Henman event was good and bookings are looking good for Morden Hall Park from Meetup. Need to get leaders booked in for tasks and them advertised in advance to make sure that bookings are made, needs to be a rolling programme so there are always tasks several months ahead ready to book, with leaders advertised, even if these change closer to the time if necessary.</p> <p><u>Slindon- very busy basecamp and they are taking bookings for 2019 already. Are we happy to have two events there in 2019 (Spring and Autumn) or just one?</u> Agreed 2 events would be good if possible.</p> <p><u>Dinefwr- was all confirmed back in October, staying in basecamp for free Monday 20<sup>th</sup>- Friday 24<sup>th</sup> August and work with Rangers during the week. Suggested and booked going up for weekend before so we can look around, but we have to pay- negotiated that this would be £80 per night- so £160 to pay with week running from 18<sup>th</sup>-24<sup>th</sup> August. Checked with Holiday Cottages and we are not booked for weekend, only during the week even though confirmation was received from the property for the weekend too. Further update that 18<sup>th</sup>/ 19<sup>th</sup> not now available, but they can offer the following week 27<sup>th</sup> August- 3<sup>rd</sup> September instead, paying £80 for each night. Shall we just go for five days or shall we see if High Wray is free, expected they won't be now. Dinefwr is a special basecamp with single beds and provides all bedding.</u>  Agreed to have event at Dinefwr, 20<sup>th</sup>- 24<sup>th</sup> August 2018.</p> <p><u>Do we go back to Allan Bank and High Wray in 2019?</u></p>		<p>Helen</p> <p>Helen</p> <p>Helen/ Aaron/ Naomi/ Piers</p> <p>Helen</p> <p>Helen</p>
---	--	---

<p>Question over whether they have work available for us, but provisionally yes.</p> <p><u>Mega Bash</u> This seemed to go well, with months of work and organising. All feedback has been positive and there were some people who came along and just stepped into help, especially in the kitchen during the barn dance when Helen was left with piles of dishes and cooking trays to clear up. She managed to get out for the final dance- thanks to everyone who helped.</p> <p>Agreed to put all dates on website, with numbers and allow booking now. Also to put full year calendar as currently booked in newsletter. Placeholder numbers to be used for possible additional tasks.</p>		
<p><u>Leader selection</u></p> <p>Declining number of leaders balanced by declining number of task. 16 leaders in 2017 over 25 tasks.</p> <p>Leaders still needed for Easter at Calke, Clumber event and Brecon.</p> <p>Top 5 leaders have led more than half the tasks last year.</p>		Aaron
<p><u>Newsletter/ Meetup/ Social Media</u></p> <p><u>Newsletters:</u>  January to April 2017 sent out post AGM 27/1/17  April to July 2017 sent out 11/4/17  September to December 2017 sent out 4/9/17  Extra newsletter done for goodie bags for 40th anniversary event  December newsletter sent 13/12/17  Next newsletter due for distribution this week, to cover January to May, next newsletter to be sent in April 2018.</p> <p><u>Social media</u>  62 followers on twitter <a href="http://www.twitter.com/lwmntv">www.twitter.com/lwmntv</a>  39 on Facebook page <a href="http://www.facebook.com/lwmntv">www.facebook.com/lwmntv</a>  Closed group has 114 members.</p> <p>Aim is to grow these channels during 2018- series of tweets &amp; facebook page messages are scheduled up to end February 2018 using Hootsuite, tweet schedule is planned to end March. Will add to this with regular engagement with other tweets to increase visibility and gain more followers.</p> <p>Is there any worth in setting up Instagram for the group? Agreed that we would try this.</p> <p>To make all social media work well for us, need pictures from</p>	<p>All agreed</p> <p>All agreed</p>	<p>Naomi</p> <p>Naomi</p> <p>Naomi</p> <p>All</p>

<p>events to put out, so that it keeps the feeds interesting and relevant. This is easy when I am on an event, but much harder when I am not. If at all possible, please add pics to the closed Facebook group on/ after events so that I can use them on social media as soon after an event as possible. Also if for whatever reason an event is not going to go ahead please let me know ASAP so that I can change scheduled social media and cancel on meetup.</p> <p>Piers suggested to put regular updates of what we have been doing on National Trust Volunteer Facebook group, Exeter NTV regularly use this to advertise what they have been doing. Will also be occasional updates re planned programme onto National Trust Working Holidays Facebook Group, as an idea of what to do after your working holiday.</p> <p><u>Meetup</u> 1531 members on Meetup, up from 1040 in 2016. Cost for year has been £142.39 (£142 last year, difference due to change in exchange rate).</p> <p>This is a cost of 9p per person engaged with. 9 volunteers from Meetup came out with the group (including Stan &amp; Atique Akhtar who are both now LWMNTV members). In total 129 hours came from Meetup, which is 4.86% of total hours volunteered for group in 2017.</p> <p>Events are now on Meetup up to Ashridge in April, except for Easter event and Osterley day task, which will be added this week. Email was sent from Meetup to all group members to wish them a Happy New Year and let them know about upcoming events in the first part of the year.</p> <p>Currently 7 bookings from Meetup for day task at Morden Hall Park.</p> <p>Will do seasonal emails to Meetup members to encourage attendance on events.</p>	<p>Agreed</p>	<p>Naomi</p> <p>Naomi</p>
<p><u>Publicity</u> Shirts ordered and are being sent out- Jon keeping in touch with everyone who has ordered with updates.</p> <p>2<sup>nd</sup> lot of mugs ordered as these went down well.</p> <p>Jon will do website this year.</p>		<p>Jon</p> <p>Jon</p>
<p><u>AOB- MIDAS</u> Fewer and fewer Midas trained members and minibuses.</p>		

Currently have trained: Andy, Piers  Aaron and Fiona both willing to retrain, look to do this possibly at Hunter weekend. Naomi also willing but no D1 on license so cannot drive most minibuses, but may be useful for eg the 4x4 at Henman.		Andy/ Piers
<u>Date of next meeting:</u>  Did not agree date for another meeting- will book one if needed.		