



Minutes of AGM, held 15th January 2017 at Henman Basecamp.

Present: Andy Whiteley; Helen Wingate; Aaron Southgate; Colin Bishop; Piers Plumridge; Naomi Markham; Fiona Lander; Michelle Guy; Stanislav Kikot; Hannah Fogg; John Sursham (Returning Officer).

Apologies: Jon Buggins; Anne Weston.

Chair: Andy Whiteley

Minutes: Naomi Markham.

| Minutes | Agreed | Action by |
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| Minutes from last year's AGM agreed and from summer meeting agreed. | | |
| <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 editors: Naomi Markham Publicity Officer: Jon Buggins Member without portfolio: Michelle Guy and Fiona Lander.</p> | All agreed | |
| <p><u>Membership</u></p> <p>105 – lost 7 gained 6 includes 3 “patrons”, who pay by SO but for whom we have no contact details.</p> <p>69 pay by SO.</p> <p>HOURS</p> <p>2821.00 gross and less 115 unworked hours = 2706.00.</p> <p>42 members attended of which 27 pay by SO (out of 69). Total volunteer attendances 261 (2015 - 273). 88 people contributed: 42 members; 36 event guests; 5 new members; 5 deleted.</p> <p>Milestone hours cost £155 for 6 people: 2 x £5 – Phillipa</p> | | |

Hirst/Stanislaw Kikot; 2 x £10 – Frank Fitzgerald/Jon Buggins; 1 x £25 – Daniel Frewer; 1 x£100 - Helen Wingate.
Volunteer cards 18 (2015 – 17)
Admission cards 5 (2015 – 7)

Events offered 31 (2015 – 40)
Events cancelled due to low bookings: 3 – Henman; Box Hill – June; Slindon - November
Basecamp occupancy 65% (2015 – 59.1%)
2 Family events contributed 264 hours representing 9.8% of total worked.

EX Family: 11 events with over 9 attendees
11 events between 9 and 7 attendees
4 between 6 and 3 attendees

VOUCHER REIMBURSEMENT

2016 cost £1015.
Cash requested in 2016 = £757.50 comprised 2HY2015 = £387.50; 1 HY2016 £370.00
Outstanding £295 including £40 not pursued as some doubt about whether paid re Stourhead.
Payment is skewed by high attendance at remote locations, i.e:
17 at High Wray (£40) where the payment per volunteer is £18.60;
14 at Calke Abbey (£40) where the payment per volunteer is £7.80;
Overall the net loss for the year is £401.60 comprised from 11 locations including £95 and £18 for Cotehele and Dunstable, where no funding is requested.
£47 worksite mileage at High Wray has been requested in 2HY 2016.

Historic amounts outstanding:
Toy's Hill £210 comprised £30 2HY2014; £90 1HY2015; £90 2HY2015.
Now requested via My Volunteering plus 2HY2016 (£30).

MyVolunteering is slick and quick and beginning to work.
Sensible system which should work well and is getting there for an improved payback system.

Andy gave Colin and Piers details of which properties should be on MyVolunteering, with instructions to give to properties as to how to set themselves up. Up to date contacts also given to Colin and Piers.

Agreed to continue to pay 3p per mile per round trip for mileage.

All agreed

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| <p><u>Treasurer</u> Agreed that National Westminster Bank Plc to be requested to act as the bankers of the Organisation.</p> <p>£1000 less in funds and about £600 difference in amount spent.</p> <p>Still on downward trend as aimed for but not at critical point that we need to worry about it.</p> <p>Agreed to charge £45 for week at High Wray to cover cost of basecamp and worksite mileage.</p> <p>Talked about Dunstable Downs weekend- charge can be made for breakfast but on weekend and not through group- remain as free weekend for booking purposes.</p> <p>Piers to send details re Allan Bank cost of basecamp to Colin to claim through MyVolunteering with cost for event.</p> <p>Talked about looking into higher interest account for deposit account- would premium bonds be an option?</p> | <p>All agreed</p> | <p>Piers</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>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>Agreed</p> | <p>Naomi</p> |
| <p><u>Weekend planning</u></p> <p>Toys Hill not on list this year due to failure of staff to respond to emails.</p> <p>Richard at Ightam Mote very keen to have us back so will look at this for 2018.</p> <p>Stourhead- bank holiday weekend in May and weekend in July. 3 day tasks still to be confirmed- Runnymede/ Box Hill/ Hatchlands- waiting for replies from emails</p> <p>UPDATE: Hatchlands have responded- day task there on Sunday April 9th, putting down woodchip on path through bluebell wood.</p> <p>No Cotehele as Rachel is on sabbatical this year, back for Easter 2018. No Easter event this year as impossible to get basecamps for busy periods.</p> <p>Hughenden- did want us for car parking events but this clashed</p> | | |

| <p>with other events, basecamp hopefully upcoming for 2018. Cliveden- not been there since 2011 as issue with budget to pay for group to attend, now sorted and back this year for a day task. Also have day task at new site for us- Maidenhead and Cookham Commons. Also back at Ham House.</p> <p>Possibility of working at Polesden Lacey for June weekend staying at Henman, with John Sursham.</p> <p>No leaders event for this year.</p> <p>Agreed to put all dates on website, with numbers and allow booking now. Placeholder numbers to be used for possible day tasks.</p> | Agreed | Colin/ Piers | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p><u>Leader selection</u></p> <p>Declining number of leaders balanced by declining number of task. 17 leaders in 2016 over 29 tasks.</p> <p>Ok for upcoming tasks apart from Slindon in February. To approach Gertie and Dylan directly re Slindon. Also no one for Brecon so far.</p> <p>Top 5 leaders have led more than half the tasks last year. Not focussed after April so far but some leaders already booked in for the rest of the year.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p><u>Newsletter/ Meetup/ Social Media</u></p> <p>Meetup- 1040 members.</p> <p>In 2016 19 members from Meetup attended events as follows:</p> <table border="1" data-bbox="169 1335 992 2024"> <thead> <tr> <th>Name</th> <th>Hours</th> <th>No of events</th> <th>Joined group</th> </tr> </thead> <tbody> <tr><td>Stanislav Kikot</td><td>64.5</td><td>4</td><td>Y</td></tr> <tr><td>Melissa Bautista</td><td>21.5</td><td>4</td><td>N</td></tr> <tr><td>Iancu Fofiu</td><td>21.5</td><td>3</td><td>N</td></tr> <tr><td>Philippa Hirst</td><td>41</td><td>2</td><td>Y</td></tr> <tr><td>Oana Gelep</td><td>15.5</td><td>2</td><td>N</td></tr> <tr><td>Andrada Jichici</td><td>10.5</td><td>1</td><td>N</td></tr> <tr><td>Marie-Alphie Dallest</td><td>10</td><td>1</td><td>N</td></tr> <tr><td>Sid Josan</td><td>10</td><td>1</td><td>N</td></tr> <tr><td>Mathias Pries</td><td>10</td><td>1</td><td>N</td></tr> <tr><td>Ana Penades Vera</td><td>10</td><td>1</td><td>N</td></tr> <tr><td>Polly Baranco</td><td>6.5</td><td>1</td><td>N</td></tr> <tr><td>David Chesterman Taylor</td><td>6.5</td><td>1</td><td>N</td></tr> <tr><td>Greta Citronaite</td><td>6.5</td><td>1</td><td>N</td></tr> <tr><td>Garfung</td><td>6.5</td><td>1</td><td>N</td></tr> <tr><td>Shanaz Dad</td><td>6</td><td>1</td><td>N</td></tr> </tbody> </table> | Name | Hours | No of events | Joined group | Stanislav Kikot | 64.5 | 4 | Y | Melissa Bautista | 21.5 | 4 | N | Iancu Fofiu | 21.5 | 3 | N | Philippa Hirst | 41 | 2 | Y | Oana Gelep | 15.5 | 2 | N | Andrada Jichici | 10.5 | 1 | N | Marie-Alphie Dallest | 10 | 1 | N | Sid Josan | 10 | 1 | N | Mathias Pries | 10 | 1 | N | Ana Penades Vera | 10 | 1 | N | Polly Baranco | 6.5 | 1 | N | David Chesterman Taylor | 6.5 | 1 | N | Greta Citronaite | 6.5 | 1 | N | Garfung | 6.5 | 1 | N | Shanaz Dad | 6 | 1 | N | | |
| Name | Hours | No of events | Joined group | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Stanislav Kikot | 64.5 | 4 | Y | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Melissa Bautista | 21.5 | 4 | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Iancu Fofiu | 21.5 | 3 | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Philippa Hirst | 41 | 2 | Y | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Oana Gelep | 15.5 | 2 | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Andrada Jichici | 10.5 | 1 | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Marie-Alphie Dallest | 10 | 1 | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sid Josan | 10 | 1 | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mathias Pries | 10 | 1 | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ana Penades Vera | 10 | 1 | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Polly Baranco | 6.5 | 1 | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| David Chesterman Taylor | 6.5 | 1 | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Greta Citronaite | 6.5 | 1 | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Garfung | 6.5 | 1 | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Shanaz Dad | 6 | 1 | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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|--------------------|------------|-----------|----------|
| Iasimina Martiniuc | 5 | 1 | N |
| Yolande Ellis | 14 | 1 | N |
| Roz Richardson | 5.5 | 1 | N |
| Total | 271 | 28 | 2 |

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| Total hours (excluding leaders hours) | 2706 |
| %age of total hours from Meetup | 10.01% |

Two from Meetup joined as members- Stanislav and Phillipa. 2 attended 4 events, 1 3 events, 2 attended 2 events and the remaining 14 attended one event each.

Would be useful to record on hours form if event guest is from Meetup or other source so that this can be recorded accurately and we can see how well publicity is working.

Email sent from Meetup to all group members over Christmas period re plans for 2017 and with specific details of the two events in January, resulting in two attendees at Henman weekend and bookings for Osterley. Will send information more regularly alongside announcements of events to generate additional interest.

Cost of Meetup for the year has been £141.

Twitter account active @lwmntv on twitter www.twitter.com/lwmntv - 50 followers and looking to build this to target new audiences.

Open facebook page with 27 likes/ 30 followers. www.facebook.com/lwmntv Most posts reach approx 50-100 people, due to others liking them.

Trialled boost of one post (cost £8 for week , which Naomi covered), which resulted in it reaching 3173 people, organic reach of 318, paid reach of 2855 and 377 post clicks. Will try this again for an event to see if it generates bookings.

Next newsletter is being prepared, have been using publisher to produce but causes some issues for it being uploaded onto website. Looking at new ways of doing this so that the newsletter will be in the content of the email sent rather than as an attachment, for later in the year.

Working with Jon to target different audiences more effectively with publicity through different channels and to use social media more effectively to promote the group.

Naomi

Naomi

Naomi

Naomi/
Jon

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| <p><u>Publicity</u></p> <p>Update provided from Jon, who was not able to attend the AGM I'd say that the last year has been one of laying ground work, from a publicity standpoint. We've got the updated website & logo, over 1000 followers on meetup, and more of them visiting, plus our work with NT staff and volunteers at Blenheim, which proved an eye opener regarding possible interest in us from within the trust.</p> <p>I've got to say that the bulk of the public facing work has been done by Naomi, I'm thankful she's so diligent.</p> <p>We all know though that we're not at a point to rest on our laurels at all, and this coming year will be about using the audiences that we've found this year and improving the use of the new technologies we've now got access to, celebrating the anniversary and using everything around that to raise awareness and get people out.</p> <p>I've been volunteering with another group on a team of 6 developing a very similar site to ours last autumn, and plan to use some of the lessons I've learned to make ours interactive, and make our online presence less piece meal.</p> <p>I'm aware that my focus for promotion is online, cause that's where my strengths lie, and I'm happy to take ideas for other more conventional approaches. As you'd expect, Naomi and I will then prioritise the most promising approaches.</p> <p>Naomi has agreed we'd work better coordinating our efforts more, so we'll be meeting monthly or thereabouts online, using Skype or something similar. My hope is that we'll agree a plan for our activities this year, once the AGM is complete and meeting regularly will help us (particularly me) stick to it.</p> <p>Right now, my plans for 2017 are:</p> <ol style="list-style-type: none"> 1. Enhance the website to take bookings and payments to make it easier for people on meetup to join the group & book paying by bank transfer as well as card payments (I have plans), freeing up time for Helen and Piers, and maybe even doing stuff like logging hours centrally (I've found some wordpress support for these things, my work over the last 4 months has been doing this else where). This will make booking easier, but then we'll need new people to make those bookings: 2. Learn how to use our meetup and twitter audiences to actively promote the group, rather than the passive approach we've taken to date - social media is something I need to learn | | |
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| <p>about.</p> <p>3. Target our 'markets' with content and ideas that fit their needs (i.e. Trust staff who want to get out from behind a desk, young people looking for extra-curricular activities and leadership development, people in London who want to do something different and use social media to find things to do) & build a wider community around it. I'm conscious a core focus this year needs to be attracting people who want to lead weekends, and I've in mind a way to do that.</p> <p>4. Go back to our contacts at Wisley for some more feedback and support during the year once these first three points are underway, and a few contacts we made at Blenheim to help out with writing engaging posts, tweets and emails to get people more engaged in what we're doing.</p> <p>5. I'm considering asking for feedback from new and existing members for ways to make weekends more attractive and accessible, and I'd be interested in any thoughts the committee have on that too.</p> <p>I plan to have a crack at a t-shirt design to add to the mix too. If anyone has ideas that need converting to designs t-shirt makers can work with, that's something I can help with. Same goes for doing layout work on a possible photo book (not sure if that's still on the cards).</p> <p>I could do with feedback on what you expect my responsibilities to be regarding the 40th, since my focus is promoting us to new members.</p> | | |
| <p><u>40th anniversary plans</u></p> <p>Hunter mega bash 27th-29th October.</p> <p>Working at Black Down, run as per normal weekend, parking may be an issue, encourage as many as possible to attend by train. Working all day Saturday plus Sunday morning. People who stay at basecamp need to be bona fide workers.</p> <p>Other idea initially was ceilidh/ celebration event during day at Osterley but cost too high. Also talked about London pub meet up but have decided to stick with mega bash as one celebration event.</p> <p>John Sursham to look at cost of marquee/ barn dance band etc with possibility of having evening event on Black Down, to come back with details in next couple of weeks.</p> <p>Ticket prices for evening bash to cover costs of event.</p> <p>Helen also looking at nearby village halls for evening event.</p> | <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> | <p>John</p> <p></p> <p>Helen</p> |

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| <p>Sophie Dackombe is sending info to family group and other contacts and wants to be involved with organisation.</p> <p>To invite trust staff including wardens/ Heelis contacts/ regional staff.</p> <p>Tshirt- Piers has design idea with list of places worked at on back similar to band tour t shirt, Andy suggested simple NT logo on front with name of group- could go for hybrid design for this- details to be decided/ agreed via email.</p> | | |
| <p><u>AOB- MIDAS</u></p> <p>Fewer and fewer Midas trained members and minibuses.</p> <p>Currently have trained: Andy, Piers, Aaron, Fiona, Mark and Helen. Aaron, Fiona and Mark expire on 1st July this year.</p> <p>Aaron and Fiona both willing to retrain, look to do this possibly on May 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.</p> | | |
| <p><u>Date of next meeting:</u></p> <p>May Hunter Basecamp</p> | | |