

Streetbeaters Management Committee Meeting

Monday 28 July 2008

Minutes

Present: Christina Clarke (Chair), Sue Kenney, Grace Lee, Kate Maines-Beasley, Joyce Matthews, Penny Middleton, Alex Tustin, Paul White, Ema Wright, Susan Holt (Secretary)

Apologies: Anne Flood, Joanna Newcombe, Janet Overton, Emily Pippard, Judith Rust, Edd Shaw

1 Minutes & Actions from previous meeting

1.1 Minutes of meeting held 23 June 2008

Agreed:

The above minutes of the Streetbeaters Management Committee meeting of 23 June 2008 were approved as a true and accurate record.

1.2 Funding application

Sue Kenney has prepared an application to Awards for All. Sue ran through the application with those present at the meeting and pointed out that the focus of the application was to fund the Streetbeaters groups coming together as one group and providing more opportunities for family learning. Sue noted that the group had previously received funding from Awards for All to pay for equipment and that repeat activity would not be funded. Some final information was required before the application could go off. Thanks were noted to Sue for her hard work on the application.

ACTION:

Alex to send Joyce figures from the accounts showing the breakdown of income by group (Beatniks, Bang On & Worldbeaters). Joyce to then liaise with Sue regarding this information as required for funding application.

1.3 Board/banner for gigs

Thanks were noted to Edd and his father who had offered to prepare a poster board for use at gigs. Suggestions were requested as to what should be included on the board other than the logo. It was noted that we need to be clear regarding our target audience and what information would appeal to them. Joyce offered to circulate a template she has which helps identify appropriate images based on target audience.

ACTION:

Joyce to circulate template document for help in preparing images for publicity material.

1.4 Busk dates

27 September was agreed by those present as a provisional date for a September busk, subject to sufficient people being available to participate and also subject to having sufficient funds to pay tutors for the busk and continue to run sessions. It was pointed out that it was important if attracting new members via busks to be sure that the group was running the following week for new members to attend. The current finances of the group mean it may be necessary to cancel practices for a few weeks until funding comes through.

It was also noted that the September date had been suggested to coincide with the arrival of new students at the universities. However, the committee agreed that students are not our target audience, although it was also noted that the event would not be in the University therefore would also attract other members of the public.

1.5 Concessions/discounted membership fee criteria

ACTION:

Sue K to circulate details on concession fee eligibility.

1.6 Annual summer picnic

The tutors are not available to run a summer picnic event this year and would need to be booked much further in advance if this was to run next year. The committee suggested still having a social event with the group over the summer anyway and would welcome suggestions.

2 **Leaflets**

Thanks were noted to Ema & Paul for their work on the leaflets. It needs to be established whether there are sufficient funds in the account at present to pay for the leaflets.

ACTION:

Joyce & Ema to liaise re. funding for leaflets.

3 **Paying in advance/payment term option**

ACTION:

Christy to liaise with Joyce to set payment terms.

4 **Committee roles/expectations**

It was noted that as the committee had been newly re-established, it would be useful to clarify roles & expectations of those involved, particularly as the absence of an active committee in the past had meant some of the administrative duties had had to be taken on by the tutors which could present a conflict of interest. It was noted that Alex was now handing over the accounts to Joyce as of 28 July. It was also agreed by the committee that it would be useful for the tutors to have contracts so there was clarity of expectations on both sides. It was suggested that it may be useful for have someone from the Council for Voluntary Service to come and speak to the committee for guidance on such issues.

ACTION:

Joyce to circulate template service level agreement as a guide for producing contracts for tutors.

Sue K to follow up the possibility of CVS speaking to the Streetbeaters Committee.

5 Date of next meeting

The next meeting of the Management Committee was confirmed as Monday 15 September, 6.30pm, Sinfonia Centre.