

**Minutes of
Co-operatives East Management Committee Meeting
22nd July 2016**

The Base
Cecil Road, Norwich NR1 2TJ

Present: Sally Kelly (Chair), Joe Gluza, Chris Herries, David Strode-Willis

In attendance: Sarah Kirkpatrick (Secretariat)

Apologies: Pam Walker, Pete Shaman

		Actions
1	<p>Welcome and apologies</p> <p>The Chair reminded the meeting that this was a Committee Meeting only, convened following the cancellation of the meeting to have been held in June.</p> <p>Apologies had been received from Pete Shaman and Pam Walker. The meeting asked for their best wishes to be passed onto Pam who has been suffering ill health.</p>	
2	<p>Minutes of meeting held on 4th March 2016</p> <p>The minutes of the last Committee meeting held on 4th March 2016 were agreed by the meeting as being a true record.</p>	
3	<p>Matters arising from the minutes of the meeting held on 4th March 2016</p> <p>The following were raised as matters arising from the minutes of the meeting of 4th March 2016, not covered in the agenda:</p> <p>a) SK informed the meeting that, following the last meeting, Central England Co-operative Society had paid a sponsorship sum of £2000 to Co-operatives East and had indicated that this would be repeated annually. Many thanks go to the Central England Society. The meeting was also informed that the East of England Co-operative had made a donation of £2000 in response to a letter from the Chair.</p> <p>b) SKP confirmed that the change of bank account signatories had been completed in March 2016. JG stated that he is still trying to gain access to online banking.</p> <p>c) SKP informed the meeting that she had investigated the possibility of opening a Credit Union current account for Co-operatives East. The Eastern Savings & Loans Credit Union offer a bank account including one for 'Third Sector' organisations and SKP had the details should there be an interest in opening an account. It was agreed that the account stay with the Co-operative Bank at present as they offer online banking, assuming that this can be accessed.</p> <p>d) SKP told the meeting that she had not been able to secure contacts for the Co-operative Women's Guild but would continue to seek to do so.</p> <p>e) SKP informed the meeting that 1st Question had supplied free example co-operative games that had been posted onto the Co-operatives East website and promoted through the e-newsletter. The e-newsletter had also encouraged others to provide any suitable materials or links to games as well as to let us know of any good materials that they have used. No responses had been received. It was suggested that the games should be promoted through social media.</p>	

	<p>f) The meeting agree that the Workplan should be updated, sent out to Committee members and posted on the website.</p> <p>Action: SKP to update the workplan, send it out and post it on the website.</p> <p>g) The Co-operatives UK and Co-operative College training sessions were mentioned. None had been held in our area. It was not known as to how far 1st Question has got with developing the proposed training sessions with the WEA. CH and DSW stated that they are members of the Co-operative College. They receive the Co-operative College newsletter and CH receives the weekly schools update from them.</p> <p>Action: SK to find out how far the training development has got from 1st Question</p> <p>h) SK stated that she had contacted Chris Beales and encouraged him to speak with Mark Merrywest of the Network Academies Trust but had not heard if they had made contact.</p> <p>i) SK had talked to CH about Norwich City Council's Co-operative Council status and their activity. CH provided a copy of a Scrutiny Annual Review paper that had gone to full Council on 19 July that included a topic heading of - 'Review of cooperative innovations and solutions, and suggestions for how Norwich might benefit' and Scrutiny requests on page 13. CH said that the Co-operative Councils Innovation Network is reinventing itself. CH is working with Phil Shreeve at the City Council to develop their co-operative work.</p> <p>j) JG stated that some people who had been on the Co-operative Group's Area Committees had applied to be on the Co-operative Group National Council. He was not sure who had been elected. <i>Note that there are six members representing the East of England and information on the members (including two new members) is available on the Group website.</i></p> <p>Action: JG to look at old list of members of Cambridge Area Committee and provide this information so that they can be contacted.</p> <p>k) SK stated that the Regional Co-operative Councils are in 'disarray'. There are rumours about who will go next. Co-operative West Midlands is still in existence but there is a suggestion that it will change. SK had contacted Dynamix regarding training but had been unable to speak with them. It was agreed that Co-operatives East should just carry on. There is a consequence of the Co-operative Group ceasing its support and there is no current route to influence the Group. JG suggested that suitable contacts could be made within the Group.</p> <p>l) SK stated that The Hive hasn't resulted in any funded work for The Guild so far. She understands that two people made applications but she has heard nothing since.</p>	<p>SKP</p> <p>SK</p> <p>JG</p>
<p>4</p>	<p>Report on donations from members and future action</p> <p>SKP informed the meeting that, following the agreement at the last meeting to request donations from members, SK, PW and SKP had discussed and agreed the content of emails and letters to go to members. The last meeting had agreed that the sum to be requested would be classed as a donation. The small working group had, however, made a decision that people would be asked for a donation this year but that they would be informed that the sum would become a membership subscription fee from next April. Emails to members apart and letters to the 'large' members, asking for sponsorship in addition to a donation, had been sent out at the beginning of June.</p> <p>The sum that had been received by 20 July had been a total of £2125 in addition to the £2000 received from Central England Co-operative. Four individual members out of twenty seven had made donations equalling £40. Two corporate</p>	

	<p>members out of 29 had made donations totalling £85 and the East of England Co-operative had made a donation of £2000. In addition the Cambridge and South & west Sussex Co-operative Party have just made a donation of £25.</p> <p>It was felt by the Committee that the response had been quite good. It was agreed that another email be sent out to all members thanking those who had made donations and encouraging others to make donations.</p> <p>Action: SKP to send out an email to all members reminding them that they can donate to Co-operatives East.</p> <p>A discussion followed on the status of and services to/involvement of those that pay a membership fee and those that choose not to. It was suggested that those that pay will be called 'Full Members' and those that do not will become 'Affiliate Members'. Only Full Members will have voting rights but all members will be invited to meetings and be encouraged to be involved. The e-newsletter should be sent out to as many people as possible. It was agreed that there should be wide encouragement to sign up to the e-newsletter and become an Affiliate Member and that from this larger pool people may choose to become Full Members. A document explaining the proposed changes will be taken to the Annual General Meeting in September. No change is required to the Constitution but it was felt that such a change should be agreed with the membership. The membership form will also need to be changed.</p> <p>Action: SKP to draft a document outlining the proposal of having Full Members and Affiliate Members. This draft will be sent to the Committee for agreement before being taken to the AGM. SKP also to propose changes to the membership form</p> <p>Action: SKP to develop social media activities to raise the profile of Co-operatives East, encourage further people to sign up to the e-newsletter and get involved.</p>	<p>SKP</p> <p>SKP</p> <p>SKP</p>
<p>5</p>	<p>Financial report</p> <p>SK provided copies of last year's Financial Statements or Accounts to 31 March 2016. This had been prepared by Andy Syrett and slightly amended by JG. The accounts were agreed and will be taken to the AGM for approval.</p> <p>Management accounts to 1 July 2016 and an updated annual budget showing actual expenditure against the budget to 1 July had been prepared by SKP. Figures were given verbally and it was agreed that the documents would be sent out to the Committee electronically. The management accounts show a current bank balance of £13,560 with a surplus for the year of £3579. The annual budget includes a target figure of £7000 for income but the expected income is £4300. The expected outcome is a small deficit on the year of around £900.</p> <p>Action: SKP to send out the management accounts and the budget electronically.</p>	<p>SKP</p>
<p>6</p>	<p>Membership</p> <p>Membership applications had been received from Stuart Newbold as an individual and also from the Cambridgeshire and South & West Essex Co-operative Party Council with Stuart Newbold as a representative. These applications were approved.</p> <p>It was noted that membership applicants would be welcomed without any payment but that new members would be encouraged to make donations this year and would be informed that membership fees will become payable from next year.</p> <p>Action: SKP to inform new members that donations were encouraged and that</p>	<p>SKP</p>

	membership fees would become payable from next year	
7	<p>Annual General Meeting</p> <p>SKP informed the meeting that Pam Walker had arranged for Co-operative East's Annual General Meeting to be held at Future Business in Cambridge. As the venue was not available on the intended date of 22 September the date has been moved to Friday 23 September. Future Business is very kindly providing use of the venue at no charge to Co-operatives East and the only cost will be for a buffet and any other refreshments at an estimated cost of around £130, depending upon numbers.</p> <p>PW, SK and SKP had agreed a draft agenda for the AGM, which had been sent to Future Business. This includes a talk from Future Business and a tour of the building as well as a Co-operative Gathering elevator pitch type session. The content of the agenda needs to be worked up. It was suggested that a facilitator would be needed for the AGM and that someone from 1st Question may be willing to do this.</p> <p>Action: SKP to send out the draft AGM agenda to the Committee for comment and agreement</p> <p>Action: SKP to ask PW if someone from 1st Question might be able to facilitate at the AGM</p>	<p>SKP</p> <p>SKP</p>
8	<p>Co-operative Gathering event in Ipswich 10 October and potential event with Eastern Region Co-operative Party</p> <p>Co-operative Gathering 10 October</p> <p>SKP informed the meeting that following the last meeting, where it had been agreed that a Co-operative Gathering be held in Ipswich, Leading Lives had very generously agreed to cover the costs of the hire of a room at the Co-operative Education Centre. The hall has been booked all day on Monday 10 October. People have been notified of the date and venue through the e-newsletter but not the detail of the event.</p> <p>SK asked for confirmation of the purpose of the event. SKP reminded the meeting that Co-operative Gatherings had been agreed as events that Co-operatives East looks to hold around the region. The aim was to bring people together in their local area to network over refreshments in an informal setting. There could be stands there and people who are to attend would be encouraged to have a short 'slot' where they could inform people about their co-operative or raise an issue or opportunity that they want to share. The idea is that people can drop in but they can be sent information on the times of any activity to encourage them to be there and promotion will be drip fed to encourage involvement.</p> <p>It was agreed that Co-operatives East would say some words at the event. CH would try to be there and perhaps with Mark Merrywest say something about the Co-operative Schools Network. SK would say something from The Guild. Leading Lives will have a slot and East of England will be encouraged to participate. The Committee was encouraged to provide any information on any co-operatives or co-operators that they know if in the Ipswich area for us to target. The promotional material can be sent out through people's networks.</p> <p>Action: SKP to send draft promotional material for the event to SK and then to the Committee</p> <p>Action: All to send any contact information for suggested invitees to SKP</p> <p>Action: SKP to liaise with Leading Lives on how the day will be run and contact people to speak at the event.</p>	<p>SKP</p> <p>All</p> <p>SKP</p>

	<p>Potential event with Eastern Region Co-operative Party</p> <p>SKP informed the meeting that she had received a proposal from Stuart Newbold on behalf of the Cambridge and South & West Essex Co-operative Party Council and also on behalf of the Eastern Region Co-operative Party to potentially hold a joint event with Co-operatives East. JG, who had been at the CSWEPC meeting, stated that this proposal had come as a result of the CSWEPC wanting to develop links with co-operatives beyond the CRSs and wanting to debate how best to do this. CH as the Co-operative Party National Executive Committee Eastern Region Member informed the meeting of the history behind the Party, which was established by the CRSs who were experiencing discrimination at the time.</p> <p>It was stated that the CP was concerned that others would not want to be seen to be involved with a political party. It was suggested, however, that an event could perhaps be organised by Co-operatives East or jointly to include discussions that would assist the CP rather being overtly 'political'. The event could also include a celebration of 100 years of the CP. This would need to be discussed. Other suggestions were made such as the showing of a co-operative film and the involvement of Co-operative UK talking about their lobbying role.</p> <p>It was agreed that we make a positive response to Stuart Newbold and that a small working group be set up to work with Stuart to seek to decide on what any event might look like. JG and CH volunteered to discuss the potential event with Stuart Newbold. It was suggested that an event could not be organised to take place before spring 2017.</p> <p>Action: SKP to inform Stuart Newbold of the Committee's discussion and the proposed working group.</p> <p>Action: JG and CH to discuss the proposed event with Stuart Newbold and report back to the Committee.</p>	<p>SKP</p> <p>JG, CH</p>
<p>9</p>	<p>Any other business</p> <p>It was confirmed that Co-operatives East will look to have a presence at the Burston Rally on 4th September and all volunteers are welcomed.</p>	
<p>10</p>	<p>Dates of future meetings</p> <p>The next meeting will be the AGM to be held on Friday 23rd September at Future Business in Cambridge from 11am to 2.45pm.</p>	