

Meeting of Girlguiding Clwyd Executive Committee

Monday 23rd April 2012

Present:

Jane Bevan	County Commissioner
Megan Jones	Assistant County Commissioner & Treasurer
Chris Wykes	Chair of Adult Support & Training
Sarah Thomas	Public Relations
Brenda Trickett	Chair of Trefoil
Isabel Blore	Division Commissioner Wrexham
Lynn Denney	Division Commissioner South Denbighshire
Donna Jones	Division Commissioner West Flintshire
Alison Roberts	Division Commissioner Berwyn
Debra Smith	Division Commissioner North Denbighshire
Chris Dwerryhouse	Representing East Flintshire
Ashleigh Woodland	Llais y Ddraig Representative

Apologies: Margaret Lusted, Ann Egan, Alison Willington, Mary Steel Chris Jobson, Helene Wilce, Karen Evans

1. Jane welcomed everyone to the meeting
2. Minutes of the last meeting (Wed 1st February 2012) were agreed as being correct. Signed by Jane Bevan
3. Matters Arising
 - a) **Bank Accounts** – Lists of those details still outstanding distributed via email – Further action needed by district commissioners. County Treasurer and County Commissioner to email units. **(ACTION MEG and JANE)**
 - b) **RSPB** – Jane will contact again to organise North and South events – two task and finish groups will be set up **(ACTION JANE)**
 - c) **Subscriptions 2012** – Thank you to Karen Evans for all her work on this. Wales has done well getting the money in. County have to pay if not paid by cut off date (4th May) – Meg will deduct from payments to Divisions **(ACTION MEG)**
 - d) **County fun days** – Sold out. Thanks to the organising team for all their hard work
 - e) **County Review** – In progress with Colwyn
 1. Change of venue and date became necessary after the exec. Venue had to be changed and then date changed to give time to promote the new venue and date.
 2. Some FFF to come in and some figures **(ACTION Chairs & Div Cs)**.
 3. Chris Wykes to send food hygiene etc **(ACTION CHRIS W)** Reminder that Ann Jackson should be informed about qualifications gained during the year – don't wait until the end of the year.
 4. Thank you to co-ordinators and verifiers.
 5. There will be displays and Ty Clwyd shop
 6. All welcome, Leaders, girls etc

7. Need to finish invitations and send out
8. Jane needs details about events (**ACTION DIV Cs**)

4. **Division Feedback:** - All Division Reports Tabled

- a. **Berwyn** –
 - i. There are too many county roles – roles for roles sake?
 - ii. Someone from your division should be on an event task and finish group if your division wants to take part
 - iii. They hold District meetings around the division as most units meet on the same night, so use this night and move around the unit meetings – some leaders are with the girls and some in the meeting.
- b. **Colwyn** – no one present
- c. **North Debighshire** – Communication to units – not all knew about the funday.
- d. **South Denbighshire** - Held Go! Training for groups of guiders, sat and looked at Go! and what it does – went well
- e. **East Flintshire** - nothing extra to report
- f. **West Flintshire** – nothing extra to report
- g. **Wrexham** – nothing extra to report

Support for Commissioners – do we do enough? Do we need to do anything else? Ideas for Commissioner training in October to Chris Wykes. (**ACTION DIV Cs**)

5. **Treasurers Report** –

- a. Report Tabled.
- b. Approval of 2011 County accounts proposed by Chris Wykes and seconded by Donna Jones
- c. Thank you to Meg for the accounts
- d. Jane signed as approved

6. **PR Team** –

- a. No Division reps were able to attend the last meeting
- b. Meeting dates are –
 - i. Monday 21st May, 7.30 venue to be arranged
 - ii. Saturday 21st July, 10.00am Ty Clwyd
 - iii. Monday 15th October, 7.30 venue to be arranged
- c. We are still missing a set of boards. Please can everyone check to see if they have them. Also Meg to check how many we bought. (**ACTION MEG**)
- d. Trailer is not being used much. Please contact Lorna if you have any events to use the trailer at
- e. Have not had any quotes yet to get the trailer painted – will have them for the next exec.
- f. We have forms for the Flint and Denbigh show. Thursday 16th August. None of the PR team are available on that day. The PR team will be able to get the inside of the trailer set up and towed, but need some people on the day. Please let Lorna know if you can go
- g. The team would like to thank Lynn Denney for the Theatre Clwyd Volunteer day and all other people who helped on the day.

7. Adult Support and Training –

- a. Report tabled.
- b. 18 booked in so far for the county training on 26th May – strict deadline
- c. 16th June costs £7.50 (some flyers do not have the price on)
- d. Have had 8 mannequins from Heartstart. 2 in Ty Clwyd, 2 with Margaret Hipkin, 2 at Wrexham, 2 with Jackie John. Looking for instructors
- e. Thank you to the County weekend team. Good feedback from all
- f. Please contact Chris Wykes if there are any training needs
- g. 20th -22nd July Senior Section weekend

8. Guiding Programme – report tabled.

9. Llais y Ddraig – report tabled.

10. Trefoil –

- a. Report tabled.
- b. Thank you to Jane for the welcome at the AGM
- c. AGM went well – thank you to all helpers

11. Ty Clwyd Report - Managers Report tabled

12. County Commissioners Report

Appointments

Elizabeth Blore –County Outdoor Activities Advisor

Barbara Jones – County Bulletin co-ordinator

Emma Lloyd – In4Mers co-ordinator

Task and Finish Groups:

Brownie Centenary – Gemma Flanagan – Chair, Sarah Thomas – PR, Chris Dwerryhouse

County Social Event – Sue Roberts – Chair

DC file – to be updated. Div Cs to Jane's email about contents, Barbara Jones will help to compile it. Ask DCs if there is anything they would like to see in the file **(ACTION DIV Cs)**

Resignations

None

Correspondence & Visits

Jane, Meg and Sarah Thomas went to the More Opportunities County Commissioners Conference

Invites for AGMs are arriving

8th Rhyl Rainbows send a card as its their 25th birthday

1st Denbigh Guides are celebrating their 100th Birthday

Girlguiding Clwyd

a) County Streamline –

- a. Report and structure tabled. Jane went through the teams and why there would be those teams.
- b. Tweaks aimed to streamline the county team, cut down admin charges, build stronger links with our divisions, make best use of leaders time and talents, improve communication & to grow our PR Team – central to County success.
- c. Difficult to appoint advisors, it is easier to appoint task and finish groups to plan, prepare and run county events and trainings, chairs of these groups are appointed by the County Commissioner.
- d. Need representatives on the PR team. Our county PR Team keeps the organisations profile high through links with local government, other local voluntary organisations, educational institutions, newspapers, radio & television. They keep the county up to date with news and events via our County Web site and County Bulletin. They help with County events and support the County with recruitment. They create leaflets and information packs for the County and Ty Clwyd. All types of skills are required – front of house and in the background - marketing, recruitment, admin, technical, photography, presentations, event organisation, editing. If you have a skill the PR Team can use it!

Division reps asked to take a senior section member to PR Team meetings.

- e. Division & districts asked to let the PR Team what events are being planned and if they would like help with the organisation
- f. Some Adviser roles are becoming unnecessary as information is delivered directly to leaders and information is readily available from commissioners and London. Do Division Teams need advisers?
- g. Jane to update chart and send out to Exec members. Email comments to Jane (**ACTION Chairs & DIV Cs**) to finalise at next exec

b) Communication –

- a. We have pages on Facebook – Girl Guiding Clwyd and Clwyd Senior Section

c) Senior Section –

- a. It's a problem communicating with all Young Leaders and they often don't want to go to things on their own
- b. Need to organise next Senior Section evening (ice skating evening? **ACTION Warren**)
- c. For 20th -22nd July Senior Section weekend, leaders to come on the Friday night

d) County Roles Available

PR Team Members (From each Division/District)

e) Ty Clwyd roles available

Ty Clwyd Chair (Mary is only acting chair)

Ty Clwyd PR Co-ordinator

Meet and greet for campers Team Members for Ty Clwyd

f) 70+ reviews – Please send Jane details about any 70+ meeting to do

g) Directory – To be updated (**ACTION JANE**)

Report from Girlguiding Cymru

- a. Card sent to Felicity after her mother passed away
- b. International day of the girl – 11th October, Units can participate with the activities planned by Girlguiding Cymru and run them during an evening during the week of the 11th the girls will receive a badge at the end of the night.
- c. Girlguiding Cymru Annual Review will be held on the 8th September at Broneirion
- d. Royal Welsh – not us this year
- e. Lots of new members were entered onto Go! after census date (£3,223 lost in revenue) – however some of this would have been due to new starters after half term
- f. Chief Commissioner Felicity Ladbrook, passed on thanks to Counties for all efforts to get subscriptions in, she said it had been a magnificent effort.
- g. Girlguiding Cymru has a new business plan and this is being submitted to the Welsh Assembly who may award up to £43,000 of funding. We will be asked to give details of awards gained, DofE, Queens Guide, Residential experiences etc as part of this funding
- h. Encourage members to be part of Funky Dragon. Ashleigh to get info from Funky Dragon to send round (**ACTION ASHLEIGH**)
- i. Waiting to hear from Bron how much we would pay as annual payment for Bron bedroom
- j. Starting new unit grants of £250 available, details on UK website, also grants from Trefoil
- k. Broneirion held successful raising awareness events – local people coming to Bron, Christmas dinners, Easter event, mothers day, weddings.
- l. Clwyd thanked for using the house
- m. Chwarae Teg – need to be employed, level 1 and 2 leadership and management courses, interviewed, do not have to be in Guiding. www.chwaraeteg.com. Digital packs forwarded to Division Commissioners. Please let Jane & Bron know if there is any uptake.
- n. Girlguiding Cymru would like to take 3,500 Brownies to EuroDisney as part of the Centenary to give them an international opportunity. 60 coaches would travel via the tunnel, 3-5 May, 2 nights stay 1 day in the park. Ratio: 1 adult to 6 Brownies. Maximum cost £270 per girl, deposit of £35. Feedback to Jane asap who will feed back to Cymru by 5th May. (**ACTION Div Cs**)
- o. 2013 – 12+ Guides and Senior Section week long event at Broneirion. Performance, lighting to acting skills taught. Sunday to Sunday. In the house, fully catered, May half term. Feedback to Jane asap who will feed back to Cymru by 5th May. (**ACTION Div Cs**)
- p. Reminder PR is important - try to get into the papers

- q. Girlguiding UK plan to rent out the back of HQ on 5 year lease, staff numbers streamlined.
- r. Database systems – Unit information must only be kept on Go! Adults must consent to their information being on Go! No other database should be kept.
- s. Appointments-
 - i. Sue Kirby – Gwent CC
 - ii. Julie Webster – MER Cymru
 - iii. Caroline Harris – Guiding Development Cymru
 - iv. Vivienne Grant – Trefoil Chair Cymru

Girlguiding UK

- a. Jubilee pageant – 10 tickets – not our county
- b. Queen's Guides for Trefoil AGM - not our county
- c. Rainbow badge competition – won by a Rainbow from Chepstow.

Highly commended – West Glam, Radnor, Cardiff & Elizabeth Emptag 11th Rhyl Rainbows

13. Any other Business

- a. Cymru awards meeting 16th July, so nominations need to be in by 16th June. To Chris Wykes or direct to Cymru
- b. In4mers – new push – Emma Lloyd to co-ordinate Report tabled.
- c. Guiding conversations on Go! and UK website, useful for commissioners
- d. Dragon Tales on Cymru website
- e. Age Concern – Big Jubilee Lunch

Date and Venue of Next Meeting – 12th September – To be arranged (Edith Bankes not available, any suggestions?) - (Next Cymru execs 4th August & 18th November– Cymru are changing the number of execs they have a year)

NB: ALL Divisions should be represented at County Executive Meetings

If you can not attend a County Executive Meeting please make sure that you inform the County Executive Administrator of your apologies AND who will be representing you at the meeting.