

Meeting of Girlguiding Clwyd Executive Committee

Wednesday 1st February 2012

Present:

Jane Bevan	County Commissioner
Alison Willington	Assistant County Commissioner & Chair of Guiding Programme
Mary Steel	President
Chris Wykes	Chair of Adult Support & Training
Chris Jobson	Outgoing Chair of PR
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
Helene Wilce	Division Commissioner East Flintshire
Anna Patterson	Representing North Denbighshire
Ashleigh Woodland	Llais y Ddraig Representative

In attendance: Karen Evans County Executive Administrator

Apologies: Megan Jones, Margaret Lusted, Ann Egan, Debra Smith

1. Jane welcomed everyone to the meeting
2. Karen Evans was presented with her District Commissioner Qualification
3. Thanks were given to Margaret Hillman for organising another successful Pantomime.
4. Minutes of the last meeting (Wed 26th October 2011) were agreed as being correct. Signed by Jane Bevan
5. Matters Arising
 - a) **Bank Accounts** – Lists of those details still outstanding distributed via email – Further action needed by district commissioners. County Treasurer to send out letters to the units who still have not sent details. **(ACTION MEG)**
 - b) **New Leaders/Units** – Jane has written a letter regarding which is to be sent to all leaders and possibly to be included in the ALQ packs. Letter to be circulated via email for people to see before it is distributed across the county
 - c) RSPB – no news at present
 - d) **County Social Event** - Task and Finish group to be set up. Member from movers and Shakers to be asked to chair. Representative from each Division to sit on group.
 - e) **Divison Equipment** – Some equipments whereabouts still unknown. Isabel to compile a letter to send out regarding missing equipment in Wrexham division

f) **WOW** – Meg Jones is heading up security anyone interested in joining the team please get in touch.

g) **Brownie Centenary** – Girlguiding Cymru has appointed a person to co-ordinate this celebration.

h) **Go! Qualifications, Long Service and Awards** – Lynn Denney asked that thanks to be recorded for all the work Karen Evans does and has done co-ordinating GO! and administering County GO! This is a mammoth task and takes a great many hours.

1. Lists of all long service awards due this year have been circulated to division and district commissioners. Commissioners to check these and notify Karen of any discrepancies.
2. The list does not consider people who have been unit helpers and now become leaders please calculate total service for these people and notify Karen so she can add them to the list.
3. Karen has put awards presented for the last three years onto Go if people have had awards and they are not showing please let her know.
4. Karen has given Division Commissioners a list for each division for people who are on GO! as working on their ALQ, to keep GO! up-to-date, Karen needs to know who their mentors are. When they started working on the scheme. And also the list of all mentors in their Division.
5. Please remember to check subscription invoices. The 20th February is the deadline after which changes can not be made and there will be no exceptions as units will have had plenty of time to make any necessary amendments. Remember invoices can be amended up until midday on 20th February. Unit guiders should contact their DC or Div C if changes need to be made on GO! Karen will only be available to help Commissioners not unit leaders. Final Invoices will be available on 22nd February.

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

- a. **Berwyn** – Food Hygiene and First Aid courses planned. Still places available.
- b. **Colwyn** – no one present
- c. **North Debigshire** – Having some problems with ALQ
- d. **South Denbighshire** - nothing extra to report
- e. **East Flintshire** - 3 new units opening
- f. **West Flintshire** – nothing extra to report
- g. **Wrexham** – Discussion took place on proposed signatories for Headquarters and Shop Accounts. The following were decided:
 - i. **Headquarters** – Chairperson, Treasurer, Division Commissioner, Yale DC
 - ii. **Shop** – Shop Manager, Treasurer, Assistant Division Commissioner, Allington DC
 - iii. If no urgency then maybe to wait until people appointed into roles at AGM

7. **Treasurers Report** – Report Tabled.

8. **PR Team** – Report tabled –

The PR team would love more people to join them there are many skills that are useful to keep our profile high and positive – with people and behind the scenes. To start to grow the team Division

Commissioners have been asked to send one rep from each Division to attend the next PR meeting. 27th Feb at the Beaufort Park.

Please keep sending photos of Guiding activities into Chris Jobson

Jane thanked Chris Jobson for all her work as Chair of PR.

9. Adult Support and Training – report tabled. Please address highlighted part on report.

10. Guiding Programme – report tabled.

Forthcoming County Event – Fun Day at Coxwood 28th 29th April.

International opportunity forms are out

Division Commissioners to get feedback on:

- a. Do Rainbows want a County Celebration for their 25th birthday? **(Action - Div Coms)**
- b. Do the county want to celebrate the Jubilee in some way? **(Action - Div Coms)**
- c. Do the County want a sports day to celebrate the Olympics? **(Action - Div Coms)**
- d. Do the county want a swimming Gala? **(Action - Div Coms)**
- e. Any other requests? (Action - Div Coms)

Because the majority of leaders work full time it is becoming increasingly difficult to appoint Advisers. With this in mind Divisions have been asked to send representatives to sit on the Guiding Programme Team which aims to set up task and finish groups to run county events. Alison is chair of Guiding Programme but can not be expected to chair all task and finish groups. Further to this we all need to be mindful of succession planning and task and finish groups are an excellent way of helping less experienced leaders gain new skills.

11. Llais y Ddraig – Ashleigh to organise setting up Junior council. She has names of girls interested. To contact them and arrange meeting.

12. Ty Clwyd Report

Managers Report tabled – Ty Clwyd is not being left in a clean state after people have vacated it after use. Please ensure if you use Ty Clwyd it is left as you would expect to find it.

13. Trefoil – Report tabled

14. County Commissioners Report

Appointments

Dawn Guest – DC Holywell

Linda McHugh – Events Trailer Contact

Jackie Trotman, Nicole Fletcher, Irene Jarman role sharing as county commissioner for Breconshire

Sue Kirby County Commissioner for Gwent

Ruth Purnell Stephanie Bassett – Girlguiding Cymru Training Adviser

Jayne Hancock – Girlguiding Cymru Outdoor Activities Adviser

Alison Willington – Girlguiding Cymru BP Adviser

Resignations

Gemma Lee has resigned as County Guide Adviser.

Correspondence & Visits

Senior Section evening enjoyed by Girls and Adult Leaders, Ashleigh Woodland talked to Senior Section members about joining Clecs Clwyd our Junior Council. Jane Bevan Talked to Senior Section Leaders and a Senior Section Network was set up - each Division will take it in turns to host a senior Section event it is hoped there will be a get together each term.

Leeswood Brownies – Presentation to Beryl and Evelyn who both celebrated 25 years service.

Congratulations go to Beth Taylor who has been presented with the Chief Commissioners Award at a Clwyd Vale Division dinner.

Girlguiding Clwyd

- a. There are lots of opportunities for funding, we need a county team made up of at least one rep from each division to look a opportunities for grant bidding. Pippa Baker has been employed by Girlguiding UK as their Fundraising Development Manager she has a wealth of information! There are Guidelines on who to apply to and what to include in bids etc.

A lot of funding is linked to youth lead events and opportunities perhaps we could look at setting up a Fundraising Team lead by Senior Section Girls –Maybe ask Pippa to come and talk to Seniors and interested Leaders from around the County? Something to take back to the new county senior section network.

- a. A suggestion of having a forum for senior section on the Girlguiding Clwyd web site was discussed. This will be taken to Steffi to ask if she can set up
- b. **County Team on Tour** – an opportunity for the county to meet members of the county team, ask questions meet informally. Will visit all divisions.
- c. **County Roles Available**

Recruitment Team members (from each Division/District)

Photography Co-ordinator

PR Team Co-ordinator

PR Team Members (From each Division/District)

County Outdoor Activities Adviser/Co-ordinator

Rainbow Adviser

Guide Adviser

County Bulletin Co-ordinator

Security Team Co-ordinator& Members

Ty Clwyd PR Co-ordinator

Meet and greet Team Members for Ty Clwyd

Ty Clwyd Housekeeping Team Member

- d. **County Roles Update** – new descriptions for Roles will go onto the county website
- e. **DC File** – This resource is to be updated.
- f. **Reminder** for FFFs to be sent to Jane for inclusion in the Annual Report
- g. Jane has enquired as to whether anyone is lighting Beacons on Moel Fammau for the Queens Jubilee
- h. County Operational Plan needs updating Jane to set up a task and finish group to include Team Leaders.

Report from Girlguiding Cymru and UK

- Girlguiding Cymru are to distribute letters for Rainbow 25th Birthday for the girls to wear their uniforms in school
- Look out for the GG Cymru Rainbow Jubilee Challenge
- Awards – please can we think of both Welsh and UK awards for people within the county, also county thanks badge nominations to Jane.
- GGUK has stipulated that there should be a First Aider at every event
- There is a new shop manager at Bron and the shop is looking better. The shop will open during county weekends and trainings at the request of the organisers. Furthermore prior requests can be made for specific resources to be available at events.
- The booking terms and conditions at Bron have changed.
- We have been asked as a county whether we would like to pay an annual fee to Bron for the upkeep of our county bedroom. At present we pay for things as and when they are needed. Meg to be asked to look at what we have spent on Bron over last 5 years. Jane to find out what the annual fee would be to Bron.
- If anyone is splitting plants in their gardens Bron would like plants.
- Changes to Trainers renewal process will be published soon.
- October 11th – International day of the girl
- Look out for a new Welsh Challenge badge

- GGUK looking at locally produced challenge badges and the impact they are having on our programme, the ethos of Guiding, loss of the essence of Guiding through our 5 essentials as well as the impact on our financial sustainability and external reputation.

15. **Any other Business**

Congratulations to Debra Smith on her Mayors Award

Date and Venue of Next Meeting – 26th April – Venue to be arranged – Jane to Organise

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.