



AI generated minutes (edited by CA) from FSA Suffolk Committee meeting on 26/1/26

In attendance: Charlotte, Jo, Emma, Valerie and Sarah Allington (not a committee member but invited to attend).

Quick recap

The committee explored membership options and affiliation agreements with various organizations, deciding on specific membership tiers and pricing structures. The group also planned upcoming events including an AGM and Skillshare session, while discussing website updates and future meeting schedules.

Next steps

- [Charlotte: Contact Nell to request revised wording in the FSA affiliation agreement to allow Suffolk FSA's proposed membership structure.](#)
- [Valerie: Send the draft annual declaration document to all committee members for review ahead of the AGM.](#)
- [Emma: Set up Eventbrite booking for the 7th February event \(£10 per person, including child ticket option\), and create social media post \(using photos from Jo/WhatsApp group\).](#)
- [Jo: Send a suitable photo of winter twigs/ropes/knots to Emma for use in the social media post.](#)
- [Emma: Email past members to inform them about changes to membership and upcoming event.](#)
- [Charlotte: Send update to Suffolk FSA WhatsApp group about the 7th Feb event, including £10 fee and booking link when available.](#)
- [Sarah: Discuss with Hev and report back to Charlotte on possible input for the 7th November event \(SEN at Forest School\).](#)
- [Charlotte: Follow up with Dawn regarding hosting/arrangements for the 6th June \(summer arts and crafts/campout\) event, including possible campsite charges and timings.](#)
- [Emma: Update the committee once internet is restored and booking is live, and delegate to Jo if internet issues persist.](#)
- [Charlotte: Prompt Gwen \(website developer\) for an update on website progress and share outcome with Emma.](#)
- [Emma \(and Charlotte\): Prepare information for the FSA webinar on 15th April about the Suffolk FSA "origin story".](#)
- [All committee members: Bring small ropes and/or knots for the 7th Feb skillshare; Charlotte and Valerie to bring ropes.](#)
- [Jo: Provide tea and coffee bits for the 7th Feb event.](#)
- [All committee members: Consider and propose ideas for summer and autumn term meetings at the 7th Feb event.](#)
- [All committee members: Next committee meeting scheduled for 7pm, Tuesday 5th May.](#)
- [Charlotte: Update and circulate agenda/minutes and AI minutes to all committee members.](#)
- [Charlotte: Send prompt to Gwen regarding website update if no response received.](#)

Summary

FSA Affiliation and Membership Discussion

The group discussed affiliation options with the National FSA, with Valerie suggesting they maintain the current agreement despite some concerns about the membership scheme. Emma proposed a three-tiered ticket pricing system to accommodate different membership statuses, while Joanne highlighted the need for membership to cover insurance costs.

Suffolk FSA Membership Structure

The group discussed membership options for Suffolk FSA and agreed to pursue option one, which involves requesting revised wording in the affiliation agreement to allow for local membership while encouraging national FSA membership. They decided to implement three tiers of Suffolk membership: £20 for non-national members, £15 for national members, and £10 for student members, with an additional option to purchase event tickets without membership. The group also agreed to maintain organizational membership at £30 for national members and £40 for non-national members, allowing up to three people per organization. They plan to set up a system on their website to verify national FSA membership and manage memberships, with Charlotte agreeing to discuss these details with Nell.

Membership Management System Transition

The group discussed membership management and ticketing systems, with Emma and Charlotte exploring options for handling member subscriptions through a website rather than Eventbrite. They considered using unique promo codes for each member and discussed the possibility of linking membership checks to their AGM. Valerie raised concerns about potential issues with Stripe payment processing and mentioned that Nell would need to update agreements with other groups, which could be challenging.

Committee Operations and AGM Planning

The committee discussed challenges with committee member recruitment and membership processes, with Charlotte noting stability in operations over the past couple of years. They agreed to proceed with option one and Charlotte will contact Nell regarding this decision. Valerie informed the group about an upcoming annual declaration requirement due by February 28th, which will need to be completed after their AGM. The AGM agenda was reviewed, including plans to review roles, elect officers, discuss reports, and sign the annual declaration form, which Valerie will distribute to the committee.

AGM and Skillshare Planning Meeting

The group discussed plans for an upcoming AGM and Skillshare event on February 7th. They agreed to set a standard £10 ticket price since membership decisions were still pending, with Emma offering to set up ticketing once her internet access is restored. The group decided to have everyone arrive at 9:45 AM for a 10 AM start (committee to arrive for 9.30am), combining both the AGM and Skillshare sessions to encourage full participation and recruitment. They also discussed the need for committee members to maintain their roles or find successors, with Valerie expressing willingness to hand over her responsibilities if someone else steps forward.

Committee Plans February Winter Event

The committee discussed plans for an upcoming meeting on February 7th, including activities such as Winter Twig ID and knot tying. They agreed to bring ropes and chairs, and to include information about parking, children and refreshments in the event advertisement. The group also touched on website updates and membership changes, with Emma planning to follow up with Gwen about the website. They decided to schedule another committee meeting for May 5th at 7pm to plan for the June campout. Sarah expressed interest in contributing to future meetings, particularly regarding SEN (November meeting).