



Minutes of FSA Suffolk AGM

Saturday 2nd March 2019 10-11am

1. Attendance/Apologies			
Name	Role	Attendance	Apologies
Charlotte Atkinson	Chairperson	✓	
Louise Smith	Vice Chair		✓
Steph Holland	Secretary – Events and Social Media	✓	
Andrew Hamp	Treasurer		
Elizabeth Swift	Membership and Communications Officer	✓	
Gill Chapman	Minutes Secretary	✓	
Jo Ling	Committee Member	✓	
<p>CA messaged all committee members regarding re-election. No response has been received from Andrew Hamp so it is assumed he is standing down from the committee.</p> <p>Apologies were received from Stuart Fiddler</p>			
2. Election of Officers			Actions
<p>All members of the current committee stood down</p> <p>Nominations for the position of Chairperson were received :</p> <p>Charlotte Atkinson was proposed by Elizabeth Swift & seconded by Jo Ling</p> <p>Other committee members were proposed by CA & seconded by ES/JL as follows:</p> <p>Louise Smith – Vice Chair</p> <p>Jo Ling – Treasurer</p> <p>Steph Holland – Events & Social Media Secretary</p> <p>Elizabeth Swift – Membership & Communications Officer</p> <p>Gill Chapman – Minutes Secretary</p> <p>We discussed the role of membership officer (Elizabeth) and agreed that this should be extended to include email communications to members, e.g. of minutes, reminders about Skill Share events, etc. Steph will continue to do promotions and reminders on social media.</p>			CA
3. Chairperson's report			
CA gave a summary of the Group's activities during the last year (see attached)			CA

4. Treasurer's report		
<p>Funds for the Group arise from £2 attendance fees from FSA members, £4 from non-FSA members. £1 per person is passed to the host of each meeting. To date there is £17.41 in the fund. This is held as Cash in Hand as the Group currently does not have a bank account. JL will produce a formal record/spreadsheet of finances for the next meeting.</p>		JL
5. Agree minutes & matters arising from meeting on 25.11.18		
<p>Charlotte read the minutes, these were agreed unanimously.</p> <p>Matters Arising:</p> <ul style="list-style-type: none"> • Committee members to send a short 'blurb' along with a photo to Steph for inclusion on the website – approx. 100 words • Attendees to give Steph their postcodes so she can produce a map of Suffolk members for the website • CPD was discussed and the different format it would take to the Skill Share part of the meeting. Various offers had been made at the last meeting. Sessions could follow the Skill Share session from 2.30 – 5.00pm. Minimum of 10 participants, cost – £20per person, this would be split 20% to the Group, 80% to the Trainer. Booking in advance essential, payment to be made on the day as there is no bank account for Eventbrite bookings. • Format of the Certificate of Attendance was discussed and agreed. ES to distribute by email to participants 		<p>All/SH</p> <p>All/SH</p> <p>ES</p>
Date and venue for next meeting	<p>Gallowsfield Woods, Haughley</p> <p>Saturday 29th June 2019</p> <p>Host – Jo Ling</p>	JL
Minutes taken by Gill Chapman	Meeting closed at 11.00am, followed by Skill Share session	



FSA Suffolk Committee Annual General Meeting - Saturday 2nd March 2019 @ West Stow

Chairperson's Report

We have now been established as a group for just over a year. Our first meeting/ Skills Share was in February 2018.

As a group FSA Suffolk aims to provide support, friendship and inspiration for all Forest School practitioners in Suffolk.

We currently have 44 members on our list (and there are 20 people who are registered on the FSA website as being part of our FSA Suffolk group).

Our committee consists of the following members: Charlotte Atkinson (Chairperson and Local Groups Representative), Louise Smith (Vice Chair), Andrew Hamp (Treasurer), Steph Holland (Secretary – Events and Social Media), Elizabeth Swift (Membership and Communications Officer), Gill Chapman (Minutes Secretary) and Jo Ling (Committee Member)

Over the past year we have met 3 times – once per term. The first meeting was in the west of the region (Nowton Park in Bury St Edmunds on 10th February 2018), the second was in the middle of the region (Charlotte's Wood in Wilby on 16th June 2018) and the third was in the east of the region (Ringsfield Hall Eco Activity Centre in Beccles on 25th November 2018). We have alternated our venue location for each meeting in order to enable all practitioners to access easily at least one meeting per year. We have also varied the day of the meeting between a Saturday and a Sunday in order to reach more practitioners.

At each meeting we have held a 1 hour committee meeting (10-11am) followed by a 3 hour update and skills share session (11am-2pm). Our future plans are to run CPD activities for the group in order to provide an opportunity for our members to develop their skills and to raise some funds for our group. The first of these is planned for our summer term meeting.

Over the past year our Events and Social Media Secretary (Steph) created a Facebook page for our group (<https://www.facebook.com/FSASuffolk>) and also a new website (<https://www.fsasuffolk.org.uk/>). People can also contact us via email: FSASuffolk@gmail.com or through the FSA website (<https://www.forestschoollassociation.org/groups/fsa-suffolk/>)

Finances

After the first meeting, we agreed that in addition to the £1 per person donation made to the person hosting the event, we would also collect a fee in order to build up our finances to pay for things such as publicity, marketing, CPD, etc. As a result, people attending Skills Share events are now asked to contribute £2 if they are an FSA member and £4 if they are not an FSA member. To date, we have £17.41 (?) in the kitty!