



Minutes of FSA Suffolk AGM

Sunday 7th February 2021

Meeting held by Zoom on MH account

| 1. Attendance/Apologies | | | |
|---|---------------------------------------|-------------------|------------------|
| Name | Role | Attendance | Apologies |
| Charlotte Atkinson | Chairperson | Y | |
| Steph Holland | Secretary – Events and Social Media | Y | |
| Mell Harrison | Vice Chair | Y | |
| Joanne Atkins | Treasurer | Y | |
| Elizabeth Swift | Membership and Communications Officer | Y | |
| - | Fundraising Lead | - | |
| Emma Howe | FSA Suffolk Member | Y | |
| Kate Jackson | FSA Suffolk Member | Y | |
| Emma Keeble | FSA Suffolk Member | Y | |
| Sara Knight | FSA Suffolk Member | Y | |
| Eloise Wilkinson | FSA Suffolk Member | Y | |
| Marie Charles | FSA Suffolk Member | Y | |
| Jo Ling | FSA Suffolk Member | N | N |
| 2. Roles and responsibilities of committee members | | | Actions |
| Charlotte displayed and read out the description of all the available posts on the committee. | | | |
| 3. Election of Officers | | | |
| <ul style="list-style-type: none"> Charlotte Atkinson stood down from her post as Chairperson. She proposed MH to be her replacement. Seconded by SK. With the Vice Chair post now vacant, MH proposed Eloise Wilkinson to take up the post as she had previously expressed an interest. Seconded by CA. Steph Holland remains in her post as Events and Social Media Secretary. She was proposed by CA and seconded by MH. Joanne Atkins remains in her post as Treasurer. Proposed by MH and seconded by EH. Elizabeth Swift resigned from her post as Membership and Communications Officer and wished to continue as a general Committee Member. Emma Keeble volunteered to fill the Membership and Communications Officer post. Proposed by CA and seconded by EH. Charlotte Atkinson volunteered to take up the post of Fundraising Lead. Proposed by MH and seconded by SK. Jo Ling was not present today and has not been able to attend previous meetings. EH to contact JL to ask if she would like to continue in her post as a FSA Suffolk Committee Member. Emma Howe volunteered to fill the vacant Minutes Secretary post. Proposed by CA and seconded by MH. | | | EH |
| <p>The committee would like to thank the outgoing members for their time and commitment to the group and welcome the new members.</p> | | | |

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| 4. Chairperson's Report | |
| Please see attached document from Charlotte Atkinson. | |
| 5. Treasurer's Report | |
| Please see attached document from Joanne Atkins | |
| 6. Minutes from last meeting and matters arising. | |
| <ul style="list-style-type: none"> The minutes from the last AGM on Friday 22nd February 2020 were discussed and agreed. Proposed by CA and seconded by MH. SH will upload them to the website. New committee members will need to provide a blurb and photo for the website so that Steph can update the website. Joanne will set up a Community Group bank account when banks allow. For now, JA has offered to look into the possibility of using a temporary personal account. The committee voted and agreed on this course of action. Charlotte explained that it is essential that FSA Suffolk raise approximately £400. This amount is required to cover FSA Suffolk's insurance for last year and bring us up to date. Until this amount is raised, we are not insured to meet in person. Mell asked whether, in the meantime, we are able to meet at a location that is insured to gather groups. Charlotte advised that it is her understanding that we are not. Mell to explore the possibility of meeting in person at in insured premises. | <p>SH</p> <p>SH, EW, EK</p> <p>JA, MH, CA</p> <p>CA</p> <p>MH</p> |
| 7. Constitution | |
| <p>The committee discussed, voted and agreed that a paragraph detailing what is included in membership may need to be added to the constitution, along the lines of; a suggested donation could cover group insurance and free sessions for members.</p> <p>The group are reminded that:</p> <ul style="list-style-type: none"> Committee members must attend 2 out of 3 meetings to remain on the committee. Three committee members must be present for a meeting to be considered quorate. Committee members are asked to offer their apologies if they are unable to attend a meeting. <p>Action: Mell to review and sign updated constitution before sending to the FSA.</p> | <p>CA</p> <p>MH, EW, CA</p> |
| 8. Next Meetings | |
| <p>Saturday June 26th 2021 Committee meeting 10-11 Skill Share 11-2</p> <p>Saturday 25th September 2021 Committee meeting 10-11 Skill Share 11-2</p> <p>Saturday 5th February 2022 AGM 10-11</p> <p>Skill Share 11-2</p> <p>Emma Howe has offered to host our next meeting from Dyehouse Field Woods in Lavenham when we are able to meet in person. Date TBC.</p> <p>Action: Steph to advertise through Facebook and the FSA. EK to email Suffolk FSA members about the session. All other committee members to advertise through their own Facebook pages and to their mailing lists.</p> | <p>EH</p> <p>SH, EK and All committee members</p> |

Minutes taken by Emma Howe.

