



Minutes of FSA Suffolk AGM

Friday 22nd February 2020

The Foundry, Lawshall, IP29 4PJ

1. Attendance/Apologies			
Name	Role	Attendance	Apologies
Charlotte Atkinson	Chairperson	✓	
Steph Holland	Secretary – Events and Social Media	✓	
Louise Smith	Vice Chair		✓
Jo Ling	Treasurer		✓
Gill Chapman	Minutes Secretary		✓
Elizabeth Swift	Membership and Communications Officer		✓
Emma Howe	FSA Suffolk Member	✓	
Joanne Atkins	FSA Suffolk Member	✓	
Mell Harrison	FSA Suffolk Member	✓	
Stuart Fidler	FSA Suffolk Member	✓	
Sheena Gibbens	FSA Suffolk Member	✓	
Lucy Bradshaw	FSA Suffolk Member	✓	
Sara Knight	FSA Suffolk Member	✓	
2. Roles and responsibilities of committee members			Actions
Charlotte read out the description of all the available roles on the committee as the current committee all stood down for re-election.			
3. Election of Officers			
<p>Charlotte Atkinson remains in her post as Chairperson. She was proposed by SH and seconded by SK.</p> <p>Louise Smith did not attend the meeting and apologies weren't received until after the meeting. As Louise had not attended the previous 3 meetings or responded to any recent emails it was assumed that Louise did not want to continue in her post as vice chair and so this post became vacant. Mell Harrison volunteered for this role. She was proposed by CA and seconded by SH.</p> <p>Steph Holland remains in her post as Events and Social Media Secretary. She was proposed by CA and seconded by MH.</p> <p>Elizabeth Swift was unable to attend today but will remain in her post as Membership and Communications Officer. She was proposed by SH and seconded by MH</p> <p>Jo Ling resigned from her post. Jo wishes to remain a member of the committee. She was proposed by CA and seconded by SH. Joanne Atkins expressed an interest in joining the committee. She was proposed for the role as treasurer by SK and seconded by SH.</p> <p>Gill Chapman also resigned from her post as minutes secretary. No-one expressed an interest in taking on this role and so it remains vacant. Steph Holland agreed to take the minutes for this meeting.</p> <p>Emma Howe expressed an interest in becoming a member of the committee. She was proposed by SH and seconded by MH</p> <p>The committee would like to thank the outgoing members for their time and commitment to the group and welcome the new members.</p>			
4. Chairperson's Report			
Please see attached document from Charlotte Atkinson.			
5. Treasurer's Report			
Please see attached document from Jo Ling (on the Chairperson's report)			
6. Minutes from last meeting and matters arising.			
<ul style="list-style-type: none"> The minutes from the last meeting on 24th January 2020 were discussed and agreed. They will be uploaded to the website by Steph New committee members will need to provide a blurb and photo for the website so that Steph can update the website. Joanne will work with CA and SH to set up a bank account 			<p>SH</p> <p>SH, JA, EH, MH</p> <p>JA, CA, SH</p>

<ul style="list-style-type: none"> Charlotte read out an email from Louise Ambrose clarifying the position on insurance for the group. CA has purchased PL insurance and EL insurance on behalf of FSA Suffolk. We will reimburse her when we have raised enough funds. Charlotte had contacted Dave Brooks to clarify how members can sign up to FSA Suffolk via the main FSA website. Members need to sign in to their FSA account on the home page and then click on the 'groups' tab. They can then select to join up to 3 local groups. Charlotte to inform everyone of how to do this at the Sharing and Networking session. 	<p>JA</p> <p>CA</p>
<p>7. Constitution</p>	
<p>Please see attached document that had been reviewed by the committee at the previous meeting. The group agreed to the following changes from the original document:</p> <ul style="list-style-type: none"> Committee members must attend 2 out of 3 meetings to remain on the committee. A quorum for committee meetings is 3 members <p>Action: Charlotte to forward both the FSA agreement and constitution document to the FSA.</p>	<p>CA</p>
<p>8. Next Meeting</p>	
<p>Emma Howe generously offered to host our next meeting from Dyehouse Field Woods in Lavenham. It will be from 4-7pm on Wednesday 8th July and will have a theme of foraging and food.</p> <p>Action: Steph to advertise through Facebook and the FSA. Elizabeth 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, ES and other committee members</p>

Minutes taken by Steph Holland.



Minutes of Networking and Sharing Event

Saturday 22nd February 2020 at The Foundry, Lawshall, IP29 4PJ

1. Attendance/Apologies		
Name	Organisation	
Charlotte Atkinson	Charlotte's Forest School	
Steph Holland	West Suffolk Hive CIC	
Joanne Atkins	SWT	
Mell Harrison	GLT/Kinda Forest School	
Emma Howe	GLT/Campfire Wild	
Stuart Fidler	GLT/ Coddwomplers	
Sheena Gibbens	GLT	
Lucy Bradshaw	Holbrook Primary	
Sara Knight		
Ferdi Howe		
Sarah Allington	Nature of Learning	
Rachel Patel	Forest Froggies	
Beth Brais	Ashleigh Primary	
Daniel Bowles		
Michael Bowles		
Jaz Rutterford	Gt Barton	
Emma Sullivan	Bressingham School	
2. Welcome and Introductions		Actions
Charlotte welcomed everyone around the fire and everyone introduced themselves.		
3. Update from Committee		
Charlotte reported on the news from the AGM and FSA.		
4. CPD List		
Please see attached list of CPD activities which were shared at the meeting. SH to post onto website. Sara Knight also shared news that there is an available site in Sudbury through Eden Rose Coppice if anyone is looking.		SH
5. Fundraising		
The committee asked if people could come up with some fundraising ideas to help us pay for insurance. People suggested storytelling, games and songs as a theme for a CPD day. A provisional date for this was agreed with the committee of Saturday 4 th July and Charlotte offered to host at Charlotte's Wood in Wilby. We discussed reasonable pricing and who could contribute and Mell Harrison, Rachel Patel, Steph Holland and Charlotte Atkinson all agreed to help with facilitating the day. Action: Charlotte to contact other committee members with the date and see if anyone else could help with facilitation and organisation of the day.		CA
6. Date of next meeting		
Our next networking and sharing event will be at Dyehouse Field Woods in Lavenham. It will be from 4-7pm on Wednesday 8 th July and will have a theme of foraging and food.		
7. Sharing and networking		
Mell led an introductory song. Emma Howe cooked and shared Bannock break. Charlotte cooked and shared pancakes. Stuart demonstrated how to make a willow wreath and lots of other things. Steph brought her pyrograph pen to share.		

Minutes taken by Steph Holland.