



Minutes of FSA Suffolk Committee Meeting

Saturday November 23rd 2019

Kinda Forest School, Halesworth

1. Attendance/Apologies			
Name	Role	Attendance	Apologies
Charlotte Atkinson	Chairperson	✓	
Louise Smith	Vice Chair		x
Steph Holland	Secretary – Events and Social Media	✓	
Jo Ling	Treasurer	✓	
Elizabeth Swift	Membership and Communications Officer	✓	
Gill Chapman	Minutes Secretary		x
2. Agree minutes and matters arising from the June meeting			Actions
Agreed			CA
Matters arising – Louise does want to remain on committee. Need to agree terms at AGM in February for how many consecutive meetings can be missed by committee members.			
Updates from committee members			
FSA news – Nick Harding has been appointed development officer for FSA Next FSA conference to be held in Oxfordshire 3/4 th October 2020			
Insurance			
WE need our own insurance - £150 from Birnbeck p.a. – and own bank account. Funds needed to be raised so will ask for volunteer to become fundraiser.			JL CA
Committee expenses			
Discussed paying travel expenses for committee members. To be discussed at AGM in Feb.			CA
Car sharing			
Discussed facilitating car sharing by sharing emails of attendees (with their permission in line with GDPR) so that attendees can share lifts to meetings			ES
Reflection on number of attendees			

Numbers vary considerably from meeting to meeting. Agreed that we would start ticketing for events and ask for money in advance of the day.		SH
Charges		
Agreed that from next meeting charging for meetings will rise to £3 for members £5 for non-members.		SH/JL
AGM date		
Agreed on February 2 nd (Sunday) 2020.		CA
Skill sharing timetable agreed		
11am – 2pm <ul style="list-style-type: none"> - Welcome circle song / game - Introductions and updates from the group - Update from committee/FSA news - Skill share activity - Closing circle – song and game 		
3. AOB		
None		
Date and venue for next meeting	Sunday 2 nd Feb – Frithy Wood, Lawshall	SH to confirm with Mell Harrison.
Minutes taken by Jo Ling		

Skill Sharing meeting – no one volunteered to become fund raiser. Christine Oliver from Redwoods, Bury St Edmunds, expressed interest in holding food hygiene training.