

Lis welcomed everyone to the FB messenger conference call.



SMHA Team Meeting, March 7th 2020

1. Finances

The accounts for 2019 have been examined and are on the website with the usual 'approval' paragraph.

Sian: said she is happy to take responsibility for the accuracy of text (as well as numbers) in the spreadsheets, using spellcheck, database (etc.) for names. Ditto re the management of the sheets. Agreed to the contact address will be hers and is getting the forms to achieve this.

(post meeting) Melanie Heidler (Morrison) agreed to act as second signatory/online authority, allowing Penny to step down and paperwork is being completed to achieve this (080320)

Sian will hold the only debit card. She will continue to circulate accounts monthly so that any issues can be dealt with immediately, enabling the closing of accounts at the year end to happen smoothly. The Team decision to raise the expenditure approval levels was confirmed. (FO plus two members to approve up to £750; all Team to approve up to £3000; Members to be asked for expenditure over that level. ToR adjusted accordingly.)

1 (a). Running Costs / strategy

The question asked was: **Are team members happy to continue to spend capital or ought steps to be taken try to become, and remain, completely cost neutral? (and if so, what)?**

The Team discussed the preapproved annual expenditure of Website Domain and Hosting, the Domain for the "GoDaddy" site, which we own to avoid it being used by anyone else, and an annual **£50** for examining the accounts.

To avoid spending capital, the 100 club needs to generate money for these, which at current take-up it does.

We have, however, already agreed to spend £322 on scans and have plans to spend more putting the team in the position of making a loss in 2020, (although significantly less than that in 2019).

The Team agreed that we are not averse to spending capital without regenerating it provided it is for items which we can demonstrate members will benefit from.

2. Website

Lis gave a brief report on her visit to The Keep which was noted. Many items have been photographed for the website, replacing poor quality images and completing 'sets' (etc.). Team members expressed gratitude to her and Mike Eastham for giving up 6 hours of their time on a short visit to the UK to do this.

Discussion on Data Protection issue (c/o emails). Agreed to take no further action at present pending receiving advice requested from member who is an expert in the field.

Two Long School Photos (1951 & 54) have been ordered in addition to the last newsletter scans – payment for the photos has been approved but we have not yet had a request for payment.

Lis to add all scans to website (as and when)

Routine tasks at present:

1. Proactively check Latest News / Non-Members News and liaise with Penny for something to refresh the pages.
2. Request (if they have not been sent) and publish latest "Find a Friend" and "Friends no longer with us" which should be updated quarterly.
3. Publish documents sent for Admin Page when we update or add to suite of docs..
4. Check links are still functioning.
5. Ensure site is live and arrange to have bills paid to keep it there.

Plus: will ensure proactive management of the website going forward so that Penny's input is not needed.

Will regularly (at least once a month) share content/snippets from the website in the VCR, StMarys Hall and the open page on FB to drive traffic to the website.

Noted that: We all now have access to the Google Drive shared documents with the exception of the Database which remains (for DPR) accessible only to Penny and Lis.

3. Review of Documents (100 Club rules, ToR, Instruction Guide)

Other than 100 Club, the review of documents will be delayed due to the need for a complete rewrite after this meeting. Penny circulated (070320) for email approval by 210320 before lodging in the Admin. Team page of the website.

4. Memorabilia

Jan reported that she continues to sell small numbers of notelets, pictures and photos. She confirmed she will be happy to use the database to find names/addresses/emails for long school photos. Additionally she:

- Will proactively advertise memorabilia on FB much more regularly (perhaps once a month in at least one of the three possible places).
- Is happy to continue with the annual 'fake website' actions.

5. LinkedIn

Agreed to cease trying to generate interest in the group as it is clearly un-needed, evidenced by lack of use. No further promotion will be undertaken. **Jan** will make a note in the current group referring them to the website.

6. Newsletters

Agreed to cease e-newsletters after the spring issue and to move news to the website going forward. Penny is happy to work with Lis to achieve regular updates to 'Latest News' (and non-member news, and FB) and will include an offer in the upcoming issue to send a reminder to check "this link" (to the Latest News) at intervals to members who request it.

Members thought that it might be good to have a dedicated website page for "Hatches, Matches and Dispatches" to record these (now there is no newsletter). Lis/Penny will work on this. There are very few (roughly one per quarter in each category) so the first such event will trigger 'action'! If a page is created – the option being to add births, marriages to Latest News and then move to Items of Interest in the way that we do, now, for staff birthdays – then "Friends no Longer with Us" would need to be moved to it, necessitating a revamp also of the "Find a Friend" page so it is not a quick task and should not be gone into hastily.

7. Any other matters anyone on the Team would like to raise

- Brief discussion on potential project. Actions outlined in emails were agreed. Penny will update Team as and when more is known. Team comments were logged in notes.
- Agreed we should only take on new initiatives if a named individual, rather than Team Manager by default, is happy to manage it.
- Agreed that going forward reunions should be managed solely by the person organising them.
- Agreed that Penny's commitment to FB will be reduced, while still ensuring the 'tasks' are carried out. Jan and Lis will proactively add items to the Common Room and, as appropriate, to the open page. (see above)
- Agreed to stop the monthly emails, other than the monthly circulation of accounts which can act as a trigger for anyone else to update with activity/information. Lis and Jan both confirmed they intend to be more proactive with their 'monthly tasks' and should not need to be reminded. (see above)
- (*post-meeting*) a volunteer has been found to write to the last two members needing a hard copy annual newsletter. Penny has sent her the information for her to achieve this.
- All agreed to accept the ongoing task of reviewing the Team suite of documents specifically those sections relating to their own tasks and ensure they are accurate and up to date every year before the Team Meeting.
- All agreed to contact Penny proactively to request any changes.
- Each will prepare a brief summary of activity for the Agenda for the Team Meeting to send to Penny for circulation a month before the meeting (in lieu of the monthly e-mails).
- Agreed that the first Saturday in March will be Team Meeting day unless a problem arises.

8. Vote of thanks:

from Penny to Lis for the new website, Sian for the great work this year on bringing the accounts in so early and Jan for continuing to chip away at the memorabilia. Lis expressed thanks to Penny for the work she has done and continues to do, on behalf of the Team.

9. Future meeting arrangements for the Team:

Team meetings (by electronic means) will be on the first Saturday in March unless problems arise.

Meeting closed at 15.30.