

MINUTES

Founders' Meeting

11:30, Monday 8th January 2018

The Ness Hotel, Shaldon, TQ14 0HP



1. Outstanding actions from last meeting

SC QED news story and case study – will complete this in January

2. Finance

Book keeper and finance system was discussed. Quick Books has been recommended for £15 a month with one log in. Agreed to trial this for 7 months and then revisit the need for a bookkeeper.

SC will ask Mark to update the P&L tracker to enable tracking of rechargeable expenses

SC to be made non-shareholding Director of the Collective and signatory to the bank accounts. **SF** to instruct Brian to enable this with Companies House.

Reviewed HMRC guidance on PAYE exemption and confirmed that all Members are currently exempt from PAYE based on this advice.

Discussed day rates and will review after PRCA benchmarking results and inflation figures are available in light of any potential increase in January 2019.

3. Business Development Plan & Toolkit

Agreed the plan in principle and SF will update and circulate.

Need to focus on work post-early May rather than short term ones. **SF** will highlight appropriate priorities.

Agreed to create a Steering Group of key Members who are willing to contribute to the development of the Collective and will determine what briefs we respond to. After two years on the Steering Group, non-shareholding directorship will be offered. NP to be offered directorship in April 2019.

Quarterly email calendar to be developed focused on the social purpose activity.

4. New Business: what's in the pipeline

The new business spreadsheet was discussed and actions agreed

5. Members & Affiliates

Reviewed Member Agreement and approved for distribution to Members.

In the Starter Pack it was agreed that Members should be encouraged to join trade unions. **NP** will be asked to identify appropriate unions to join in addition to NUJ.

SF to meet with Charles Hayman and Louise Ackers to discuss Membership.

6. Social Purpose Fund

- Freedom To Campaign Launch
Actions being delivered by SC, SF and NP as per the plan.
SC to create sign up email

- Agreed to create Good News Facebook group to celebrate campaigns and promote small charities activities to a group of likely activists, donors and volunteers and maintain it with the remaining social purpose fund money.
 - **SF** Brainstorm idea at ECF and set up the group in April
 - Launch and build audience from May-July
 - Invest in content creation through 2018/19
- Shared internship will pursued in 2018/19 with more reserves

7. Regulatory issues

- GDPR

Final email to be sent to old list in April asking if they wish to sign up to new list.

SC to write page on website on our recommendations on GDPR

SF to limit access to business development database

Collective has signed up to Precise media database and we will move all media database use to this system. Old offline media lists will be retired.

All databases apart from this should be stored on Google Docs going forward and not made available offline. This enables careful management of data sharing.

Case study and stakeholder lists will be removed from sharing until needed again.

Old lists no longer needed on Dropbox to be deleted.

SF to include approach to GDPR in the starter pack

- Lobbying

Campaign Collective is now registered with the Lobbying Registrar and files quarterly reports on meetings with Ministers and senior civil servants

7. AOB

The next Business Development Steering Group meeting will be 29th January. The next All Member Meet Up will be 6th June. **Both to take place at Westfield Coffee.**

The next Founders Meeting will be w/c 14 May (tbc on HR availability), date and venue to be confirmed.