

**Annual General Meeting of the Fairtrade in Eastleigh Borough Campaign  
4 July 2007 at 1945  
at the Dovetail Centre, Chandlers Ford Methodist Church**

**Minutes**

**Present:**

Ken Richardson\* (Chandlers Ford Methodist Church)  
Dawn Wood (Chandlers Ford Methodist Church)  
Anne- Marie Jenkins (Chandlers Ford Methodist Church)  
Daphne Bright\*  
Dave Alford\*  
Gill Hulbert\*  
Beverley Draig\* (Minutes)  
Haulwen Broadhurst\*  
Louise Bloom  
Nick Sullivan – for Website item only under general discussion  
Dan Sullivan – for Website item only under general discussion

\* group members entitled to vote

**Apologies:**

Alain and Mary Hunt  
Mr and Mrs P Spearey

There was a brief informal meeting before the AGM business with Nick and Dan Sullivan to discuss the proposed website. As there was considerable overlap between this and in the General Discussion (see item below), notes of this are found under that heading.

**1. Chair for Meeting**

As Steven Broomfield had resigned as Chair of the Campaign in April, it was unanimously agreed that Ken Richardson should act as the Chair for the meeting.

**2. Committee Report for 2006/7**

Daphne Bright presented the annual report that she had written on behalf of the Committee. Although the Committee had been disappointed to not have been able to do more, it was unanimously agreed that a lot had been achieved and lessons learnt upon which to build for the future.

Particular thanks were recorded to Daphne Bright who had spent much time setting up administrative systems as well as coordinating events, being proactive in contacting people and hosting committee meetings, etc. Chandlers Ford Methodist Church had also played a key part through the members of their Peace and Justice group and as a venue for network meetings, etc. The Borough Council was also acknowledged for its financial and its continuing in kind support.

Copies of the Annual Report are available separately from Daphne Bright.

### **3. Accounts for 2006/7**

Dave Alford presented copies of the yearly accounts that had been examined independently. The healthy bank balance was largely due to the £500 from Eastleigh Borough Council. As at 31 May 2007, there was £574.01 in the accounts (£548.15 in the bank and £25.86 cash in hand). Expenditure had been low because the Borough Council had paid for the vast majority of printing, postage and ancillary costs. Copies of the Accounts are available from Dave.

Daphne Bright proposed that the accounts be accepted as a true record, with Gill Hulbert seconding the proposal. Agreed unanimously.

Thanks are recorded to Dave for keeping the accounts.

### **4. Election of Committee**

Ken Richardson, as Chair of the meeting suggested that, as the previous Committee was in place on an interim basis until this AGM, each person prepared to stand should be elected or re-elected individually, even though there were enough places for all present to be elected if necessary. Daphne (as Secretary) had received no postal nominations. The following were therefore elected to the Committee.

**Chair – Daphne Bright.** Proposed by Beverley Draig and seconded by Gill Hulbert. Elected unanimously

**Secretary – no one** was prepared to take on this role. Daphne had formally stepped down as she found the task too onerous now she worked full time. It was agreed that for the time being, Daphne, as Chair, would respond to enquiries but that she could not continue with her former proactive approach. For the time being, Bev agreed to be the Minute taker for meetings that she attended and liaise with Daphne about agendas. Other administrative tasks would be shared by the Committee and any future new volunteers. (See General Discussion below)

**Treasurer – Dave Alford.** Proposed by Gill Hulbert, seconded by Haulwen Broadhurst. Elected unanimously.

**Eastleigh BC representative – normally Beverley Draig.** As a standing member of the committee, the Council representative did not need to be elected.

**Organisation Committee Member – Chandlers Ford Methodist Church.** Proposed by Dave Alford, seconded by Beverley Draig. Dawn Wood, Ken Richardson and/or Anne-Marie Jenkins would normally represent the Church at Committee meetings. Elected unanimously.

**Gill Hulbert.** Proposed by Haulwen Broadhurst and seconded by Dave Alford. Elected unanimously.

**Haulwen Broadhurst.** Proposed by Beverley Draig, seconded by Daphne Bright. Haulwen explained that her role as an Eastleigh Borough Councillor and other commitments meant that she may not be able to be as active as she would like as a Committee member and that attendance at some meetings would be difficult. She was elected unanimously for the valuable feedback and networking role she could play even if she was not able to attend meetings.

Louise Bloom explained why she could not become an actual paid up member of the Campaign. There could be a conflict of interest with her role as a Cabinet Member of the Council (that may have to make decisions about the Council's role with the Campaign). However, she would like to help and would encourage a fellow colleague, Julie Skinner (a Borough and Hedge End Town Councillor) to join the Campaign.

## **5. Proposed Motions**

Bev gave a brief background to the reasons why the Committee wished to change the wording of some of the Constitution, in the light of the experiences of the past year. Dave Alford proposed and Daphne Bright seconded that all the motions should be passed together. This was agreed unanimously.

**The Constitution would be amended accordingly by Bev**

## **6. Any other Business/General Discussion**

Daphne had not been advised of any other business before the meeting and so the Chair proposed a general discussion on some key issues, especially the website.

## 6.1 Website

Dan and Nick had sent out a draft homepage to all Committee members with access to the internet and Dawn had printed a copy and sent it to Gill. Everyone is very pleased with the design concept, which is based on the Window sticker that Bev had sent to Nick and Dan. There was discussion on some details that will be followed up at the next Committee meeting.

**However, it was agreed that Committee members should take on responsibility for providing draft text for the various proposed pages and send them direct to Nick and Dan as soon as possible.** The responsibilities were as follows:

**Bev** - to provide text for the home pages based on where we've come from, where we are now and what we are working towards.

**Dave** – to provide sample frequently asked questions (and to ensure that Nick and Dan put this in full on the home page rather than FAQ) as well as the answers.

**Bev** - to ask that a page for meeting notes/reports etc to be put on the website and to supply Nick/Dan with the files on an on going basis

**Daphne** – to provide text on why anyone should be interested in Fairtrade

**Ken** – to provide text for how people can become locally involved

**Daphne** – to provide Committee Member Contacts

Stockists/Retailers/Catering establishments – this page will be developed once local businesses selling/serving Fairtrade Goods have been researched more fully. (See also General Discussion below). The Global Exchange Students had not carried out the research as planned (or had not reported back) – a major disappointment. **Gill offered to phone up known stockists to check what they sell, who to contact in their organisation and was given a provisional list of those known from previous emails and discussion.**

**Nick/Dan** – to draft up an events calendar (3 months worth at a time) for next year on which we can put future events

**Bev/Nick/Dan** to liaise about when the website would go live to make sure that the Eastleigh Borough website got updated accordingly, with links between the 2 sites.

Everyone expressed their great appreciation to Nick and Dan for taking on the design of the website, the domain name/email facilities and for Nick to

maintain it for the first 6 months whilst a Campaign volunteer was sought to keep it up to date.

## **6.2 Roles and responsibilities of the Committee and other Volunteer help.**

There was a general discussion about how to engage with the networkers more effectively so that some of the work can be divided out more evenly. Following Joyce Smith's success in recruiting volunteers to staff the stand at the Point in the Park, it was recognized that phoning round people was the most effective way of engaging with people. **Gill agreed to take on the role of liaising with Joyce and phoning around**, in particular, known "Fairtraders" in the area to see if they wanted to be more actively involved, especially at events. Daphne had now sent Joyce the letter template so that any future letters could be sent out with the required "branding".

Louise said that, although she had a busy schedule, she could sometimes find half an hour to phone round people. She would follow up, for example, the contacts that Steven Broomfield made with the Rose Bowl to see how they proposed to tackle Fairtrade as part of their Corporate Social Responsibility. She would also like to be kept informed of Committee matters by being cc'ed into the relevant Committee related emails.

## **6.3 Resources for Displays and Events**

The awning had proved a worthwhile purchase and it was felt that, by the use of portable and flexible panels attached to the awning in some way, the Campaign could be less dependent on the Council's display boards. Whilst these were usually available when required, it added to logistical problems of pick up and return. It was prohibitive cost wise to get the usual types of display boards, like the Council owned ones. **Gill would think about what could possibly be done regarding the displays for further discussion at the next Committee Meeting.**

**Daphne said that there was a box of display resources kept at the Civic Offices but that she needed to order more leaflets from the Fairtrade Foundation now.**

Dave had purchased a Fairtrade banner (which arrived too late for last weekend's event) and now had Fairtrade badges to sell at £1 (which created a 20p profit per badge).

## **6.4 Point in the Park event 29 June/1 July 6,2007**

Although very wet and windy for large parts of the weekend, the tombola had been a success in drawing people to the stand. A profit of £31.82 had also been

achieved, with selling tickets for 10p each. On this basis, any future tombola will have tickets at 20p each. There were 14 new networkers to be added to the database once there was a membership secretary. Thanks to those on the rota who put in their time setting up and taking down the stall, etc and staffing the stall.

### **6.5 Hamble Week**

**Gill would investigate if we could get a display there but it was generally thought that the date may have already passed.**

### **7. Date of next Committee meeting**

Because of the obvious holiday period, the next Committee Meeting would be on **Wednesday 5 September 2007 at 1945 at Daphne's house. The Committee would liaise by email in the meantime about the website material** (apart from Gill who has no internet access or email).