**MINUTES OF THE ASGWD HAMPSHIRE GUILD HELD ON 21st April 2018**

**Present:** Ruth, Maya, Coral, Jenny, Jo, Sue, Richard

**Apologies:** Della, Karen

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|  |  | **Action** |
| 1. | **Minutes of the last meeting – Matters Arising** |  |
| 1.1 | Numbering of sections 7.8.and 9 to be renumbered 9,10,11 | **Ruth** |
| 1.2 | (1.2) Richard Grapes has agreed to take over the role as Chairman and has been co-opted onto the committee to help him prepare for the role. |  |
| 1.3 | (1.5) We (Alex, Sue B, Coral and Della) have had a meeting and agreed to look into the following venues: King John’s House, Discovery Centre, Hinton Ampner, Eastleigh Museum, Whitchurch, Hillier’s |  |
| 1.4 | (9.3) John Arbon fleece challenge – some people who wanted fleece didn’t get any. Need to ask if anyone has some they don’t think they will use. | **Jenny** |
| 2. | **Chairs report** |  |
| 2.1 | Karen Parkin hoped to be at the committee meeting to tell the you herself that she is resigning from the committee, but is unlikely to be able to come to guild on Saturday morning.  **Data Protection Act**  Thank you Ruth for finding and distributing the information from the Association regarding the data protection act changes – to be discussed. Having read this documentation, in its current form, it means that only a very few people in the guild will have access to the membership list, i.e. it is not distributed to all guild members. I can’t find anything on-line that would enable that. This will have to be explained to guild members at News and Views (and possibly go in the next News Letter) and everyone who holds any current or old address lists needs to delete / destroy them. It also means that whenever any emails are sent out to member, all the member email addresses need to be in the blind copy address section otherwise, we will be disclosing membership email addressed to other members. |  |
| 3. | **Treasurers report** |  |
| 3.1 | Savings account opened. Shawcross CAF account. 60 days notice £4000 deposited. |  |
| 3.2 | Coral produced reports of the accounts over the year. The sales table funds are going down. Can we simplify the paperwork and keep copies so we can fill them in when we arrive. | **Promote the sales table**  **Coral to look at paperwork** |
| 3.3 | Valuation of assets – Had items valued at replacement costs before but this was too high. Also we have books that no-one uses and so their value should be £0. Rest of books valued at £5 each x 220 books = £1100 book value. We need to explain this to the members. | **Coral** |
| 3.4 | Asset list has been updated. Promote the library and equipment we have to borrow. | **All** |
| 3.5 | Accounts prepared for 2017-18. Accounts look in reasonable balance and no increases seem to be needed. |  |
| 4. | **CORRESPONDANCE** |  |
| 4.1 | None |  |
| 5. | **YOUTH GUILD** |  |
| 5.1 | Super workshop making table mats with rag weaving. The children enjoyed themselves. The hall needs booking for Oct18-May 19. Good numbers this year. 8 attending a workshop pays for itself. | **Maya** |
| 6. | **LIBRARY** |  |
| 7.1 | Book list circulated but not yet discussed |  |
| 7. | **PROGRAMME PLANNER** |  |
| 7.1 | Next year – textiles in Stroud – speaker booked. Freda Robinson – braids. Health talk on spinning and weaving with exercises! Journey down the silk road re-booking. 2 skill sharing days March and November. | **Jenny** |
| 8. | **WEBSITE** |  |
| 8.1 | Promote library and equipment. | **Jo** |
| 9. | **EVENTS** |  |
| 9.1 | Publicising events. Jo and Coral have got people signed up. |  |
| 10. | **ANY OTHER BUSINESS** |  |
| 10.1 | GDPR regulations. We need to remove contact addresses from the newsletter and just leave the secretary and chair generic email addresses. | **Jo, Joy** |
| 10.2 | GDPR – Draft paperwork for privacy statement and cookie policy produced. This needs some editing and then will be available to be agreed upon at the AGM. | **Ruth** |
| 10.3 | GDPR – New draft data collection form produced in readiness for the new membership year. It is OK to distribute membership lists but they must only include those people who have given their express permission to do so. Make it clear on the form by having a tick box. | **Ruth, discuss at May N&V** |
| 10.4 | GDPR – All outdated email addresses to be removed from the email package. Emails to be sent out using Blind Copy facility so as not to share email addresses. | **Ruth, and all who send emails** |
| 10.5 | Members profile. Draft form produced for gathering information for the committee. Needs further amendments. | **Ruth, Caroline** |