

Volunteering Lancashire VCFS Consortium - Hub

Meeting of the Volunteering Lancashire Hub – [VL Hub]

DATE: 16 March 2006

VENUE: LCVYS Offices, Guildhall St, PRESTON

PRESENT: Janette; Kate; Gael; John Clarke; Dorothy; Cindy (Chair); Deborah; Adrian Blundell (GLW); Graham; Dusanka Rushton (MBF-NW); Martin; Lynn; Shelley

REF	ACTION	BY WHEN	BY WHOM
VL.06.32	Apologies: Phil Barrat (VCFS Consortium); Julie Sumner; John Atkins; Zoe Fuller (Sport England); Tony Hyland		
VL.06.33	Notes of the last meeting: These were accepted as a true record of the meeting.		
VL.06.34	Matters Arising: It was noted that all the matters arising would be covered in the meeting.		
VL.06.35	Workshop Tasks: A1, A2, A3, A5 & C were brainstormed – Martin facilitated (see separate sheets for outcomes). GW and CR to add this information to the Action Plan	donm	GW/CR
VL.06.36	Action Plan Tasks: GW will add the analysis from the questionnaire – and can those who did work on the aims (thanks) – please can you add the typing done into the formatted tables with the column headings as in the Action Plan – then email back to GW Also (Ref C) – Martin on the progress chart to be done. Change all grids – By Whom – Vol Lancs; Report to – Consortium; Resource – Money Available. Couple of changes generally and Deborah's – DONE	Donm donm	GW/CR KL
VL.06.37	Project Updates a. Marketing & Publicity – AB gave an update – research done, media directory compiled, logo done,, quotes for extra printing done, news release in a week or two. AB shared the publicity materials being developed. AB discussed the concept of a		

	<p>common number. DB to check whether we must have the VCFS Change Up logo.</p> <p>b. Website - Website update given by Cindy, AB will meet with Daniel on Monday.</p> <p>c. Information & Resource Pack – Update given by Kate – information gathering stage. Costs given for additional packs. Kate made a request for any further information on Health & Safety and CRB Interpretation.</p> <p>d. Celebration Event – The venue is booked and dated fixed, invitations will go out on 7 April. DB asked GW to send VL Hub mailing list and DB asked people to look at the list at lunchtime and add any other people they may want to invite (5 each VC – 1 vol & 4 orgs etc)</p> <p>The group discussed a draft programme for the event and DB updated this. An updated version will be issued in due course. Noted that the results from the feedback sheets would be put into the ongoing marketing plan.</p>	donm	DB AB ALL GW – ALL DB
VL.06.38	Budget – Updated budget sheet circulated – No issues.		
VL.06.39	Funding Opportunities – Discussion took place re: the proposal for additional funding for printing with reference to why publicity was needed, how much it will cost and what the outcome of this spend will be (See additional Sheet – Wording for GW)	donm	GW/CR
VL.06.40	Formation of Constituted Body – John has agreed to develop this work and will prepare a paper for the next meeting and identify the key needs. Ideas for trustees discussed – names put forward John Atkins / Cindy has a couple of ideas/various management committees	donm	JA
VL.06.41	Any Other business – none		
VL.06.42	Date of Next Meeting Thursday 6 April 2006 – Venue to be confirmed.		