

MUDIAD FFERMWYR IEUAINC MALDWYN

MONTGOMERY FEDERATION OF YOUNG FARMERS CLUBS

Minutes of the meeting of the Finance & Development Committee held on Thursday 8th September 2011 at Coleg Powys Farm, Newtown at 7.30pm.

PRESENT: Rhidian Glyn, Rhys Davies, Aled Woosnam, Steph Griffiths, Ruth Jones, Robert Morgan, Michael Davies, Johnathon Butters, Rachel Andrew, Kathryn Savage, Danielle Evans, Bethan Watkins, Janet Rowlands, Gerallt Evans, Helen Morgan.

APOLOGIES:

Charlie Ellis, Cathrin Rowlands.

FD/01/11/12 CROESO/WELCOME - GERALLT EVANS

Gerallt welcomed everyone to the first meeting of the new year and urged everyone to use the committee to air their clubs views.

He also stressed the importance of attending all the meetings and if you couldn't attend he urged everyone to send another representative.

Gerallt explained a little bit behind the role of the F&D committee and how it works partly in conjunction with the Training and Promotions committee (TP) at Wales level.

FD/02/11/12 I ETHOL SWYDDOGION / ELECTION OF OFFICIALS

Gerallt explained that in the past the Vice Chairman of the County acts as Chairman of F&D committee but if the committee wanted to do differently, they had the choice to.

- a) Chairman - Helen Morgan -County Vice Chairman
- b) Vice Chairman - Mike Davies - Llidiartywaen
- c) Minute Secretary - Kathryn Savage - Llidiartywaen
- d) Co-opted Members - Sonya Wedge, Roland Davies, Stephen Francis, Gail Lewis

FD/03/11/12 CADARNHAU COFNODION O'R CYFARFOD DIWETAHF / CONFIRM MINUTES OF THE LAST MEETING.

Minutes of the meeting held on Thursday 2nd June were reviewed and signed by the Chairman as a true record.

FD/04/11/12 MATERION YN CODI O'R COFNODION / MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

FD/05/11/12 GOHEBIAETH / CORRESPONDENCE

Over the summer, Jo Bouchard, (NFYFC Training & Development Officer) visited Montgomery YFC and had a meeting with Lorraine, Gerallt, Helen, and Amy Owen (Youth Forum), to discuss developing a training strategy for the County.

The meeting was very productive and Helen informed the committee that she will go through the outcomes in point 10 of the agenda.

FD/06/11/12 ADRODDIAD Y TRYSIRYDD / TREASURERS' REPORT - DANIELLE EVANS

a) Financial Report

Danielle informed the committee that Lorraine has begun Sage training which is currently ongoing. The accounts are being updated gradually and by the next meeting it is hoped that they will be on course and a reliable list of debtors can be presented to the committee.

Present Financial Position (current balance as of 8/9/11 : £13371.13)

Charity Commission:

A meeting was held over the summer with the Accountants re: Charity Commission. They had contacted the Charity Commission to explain our situation and informed us that it has been confirmed by the Charity Commission that it would be adequate if we updated the records from, 2010 and from here on in progress forwards to update the system annually.

Following this, Lorraine has written to the Commission and apologised for the lack of submissions over the years and informed them that we are now working towards updating the necessary details.

Background details are to be updated about 'the charity' on the website (Janet Rowlands is assisting Lorraine with this)

Trustee's need to be appointed for previous years and this year: Action for Board of Management and Exec).

Lorraine is working on the trustee's report/s to submit.

In conclusion; work is ongoing to improve the status of Montgomery YFC as a charity.

Gift Aid

Lorraine has submitted an application to HM Revenues and Customs to register Montgomery YFC for Gift Aid. This will enable the County to claim back 25p on every £1 donated. This year, membership forms have a Gift Aid box on them as money from Membership subscriptions can be included as donations.

b) Role of the Members' Treasurer

Last year, Sonya worked hard on producing a 'Guide to being a Members Treasurer'. Danielle circulated the copies and everyone was very impressed with the document and felt Sonya had done a fantastic job on it.

FD/07/11/12 ADRODDIAD SWYDDOG CYHOEDDUSRWYDD / PUBLICITY REPORT - KATHRYN SAVAGE

a) What publicity is needed?

Kathryn still wasn't sure on what she needed to do as Helen was handing over to Kathryn that evening but she asked the committee what they thought on what publicity is needed and Helen thought that there is not enough club input into the papers. They both urged committee members to take this back to their clubs.

b) Marketing and Website.

Kathryn informed the committee that Carys had looked into flicker to upload the pictures and Helen updated that flicker could only upload 60 photos a month, so that would be no use to us. Gerallt is looking into a ftp website.

Helen reminded everyone that if they do have publicity information to place forward to the office or to Kathryn.

FD/08/11/12 I DRAFOD AGENDA 'TP' CYMRU / TO DISCUSS THE AGENDA FOR THE WALES TP MEETING

The first meeting of the year is to take place in Cardiff on the 1st October. There was no Agenda for the committee to look at but Helen asked the committee how they felt the Young Peoples was this year at the Royal Welsh and comments back received were all good, Members enjoyed the rides, pizza express and felt the showers were better this year. There was talk of a £150 charge on caravans that didn't look their best and the committee were wondering if this was a scam or if it was the real thing?

Nicola Walker and Andrew Davies were nominated to be placed forward to sit as an official on TP.

b) Election of representatives

Montgomery need to elect four representatives to sit on the TP committee for the coming 12 months. The committee nominated Helen Morgan, Michael Davies, Danielle Evans and Kathryn Savage to represent Montgomershire.

FD/09/11/12 I DDERBYN FFIGYRAU AELODAETH DIWEDD Y FLWYDDYN / TO RECEIVE THE END OF YEAR MEMBERSHIP FIGURES

Helen circulated charts and a discussion was held about the charts. Members felt that by adding another column for plus and minus would be useful. The committee felt that it was quite hard getting the right balance within clubs when it comes to activities with the different ages.

FD/10/11/12 GWNEUD TREFNIADAU AR GYFER HYFFORDDIANT AR GYFER YR HYDREF / TO MAKE ARRANGEMENTS FOR THE AUTUMN TRAINING

a. Diwrnod Maes / Field Day

Field day training (ATV & First Aid) - Helen informed that information had been sent out to all clubs. Helen reminded clubs that booking deadline was today but the County Office will accept late booking until 12pm tomorrow.

b. Hyfforddiant Swyddogion Clwb / Club Officers Training

Meeting with Jo Bouchard.

Club Official Training

Jo stressed the important of the training to be positive, not patronising! Important to mix fun and learning! Ideally a weekend at an Activities Centre seems to work best.

As we are strapped for time and money this year, we are keeping to one evening (Thursday 15th September, 7pm at Argae Hall) to which the Office has invited instructors from Staylitttle to come and do an evening of team building exercises, through which members will learn the importance of team work, communication etc through fun activities. Information packs will be provided for Club Officials to take home with them. Lorraine has applied for a grant from the Montgomeryshire Trust Fund to cover the costs.

Training must be evaluated with a questionnaire to ensure that training is fit for purpose and is value for money.

Club Official Training For Next year:

Get together a training team of 4x people (who have completed the 'Train the Trainer' course)

Start to plan Club Official Training 6 months before (i.e. in March). Publicise the opportunity as a 'fun' weekend a couple of months before the Clubs AGM'S to help encourage members to take on roles.

Apply for funding / organise fund-raising activities to cover costs.

Janet expressed that the county needed not to loosed sight of what club officials are to do but Helen expressed that this is to encourage clubs.

Delivering the Curve at Club level.

Once a training team has been established, it has been advised to send 2 people who have just gone overage, on the 'Train the Trainer' course to keep a healthy rotation of volunteers ongoing.

Certified trainers from neighbouring counties may be able to help.

The training team can then be available to visit clubs to deliver training to members at Club level on the following subjects:

- Managing Change
- Dream Teams
- Event Budgeting
- Great communicators
- Networking Know - How
- New Member Marketing
- Know your Limits
- Safeguarding

(Note: age limits apply on many modules that must be adhered to (If there are Juniors, maybe they could have an open discussion on the same subject with a club leader?). A minimum of 8 people must be present per session or 25% of the club (which ever is greatest))

Funding will be required to enable the delivery of the Curve modules for:

Print costs, Travel Expenses for Trainers, Flip Chart / Paper / Pens.

It would be very useful to appoint a small committee to help put together a training strategy for the county in between the F&D meetings. The Strategy to be approved and monitored by the F&D Committee.

Suggestion of 4- 6 people to work on developing the Count Training Strategy before the next F&D meeting:

It was felt that as Stephen Francis and Gail Lewis were going on the course this weekend that they would be helpful on the committee alongside Danielle Evans, Youth Forum Chair, Beth Watkins, Helen Morgan and Kathryn Savage. A meeting is to be decided before the next F&D and the committee decided that Gerallt and Lorraine were to attend the first meeting as they were in the first initial meeting.

FD/12/11/12 BLAENORIAETHAU PWYLLGOR / COMMITTEE PRIORITIES

Helen asked what did the committee think were the main areas that need developing within the federation that can be worked on over the next 12 months. The committee felt that these areas would be;

- Training
- Fund-raising
- Course for bar training as it is a big money spinner
- Clubs to publicize more
- To increase membership and retain current members.

FD/13/11/12 UNRHYW FATER ARALL / ANY OTHER BUSINESS

Wales AGM

This takes place on the 30th September, 1st October and the 2nd October in Cardiff. The county Office received the information today which will be forwarded to clubs on Monday.

Janet informed members that Marion Wilson who is the Chairman of the Montgomeryshire branch of Moten Neuron Disease has been in contact and would like clubs to keep the charity in mind when fund-raising.

Helen urged clubs that if they still haven't handed in their club sponsor pages for the yearbook to do it asap.

With no further business the meeting was declared closed at 8.45pm

Signed:.....

Dated:.....