



## Fleetville Diaries Committee Minutes

January 4th 2017 - 10 am, 53 Cambridge Road

**Present:** Mike Neighbour, Romyne Hutchison, Anne Marie Kelly, Terry Swain, David Gaylard, Lorraine Hammond and Dave Wilson.

1. **Programme for 2017:** A few glitches were ironed out and on the whole, it's just about ready.
2. **Membership:** On this subject it was agreed that membership will now allow free entry to Fleetville Diaries talks *and* walks and that it is now time to raise non-members' fees to £4 for walks and talks. This is in anticipation of higher room hire fees. On Lorraine's advice and after much discussion, it was agreed to supply an envelope and a membership form (on which contact details are required) to complete. They then place the form and their £10 in the envelope and hand it to either Anne Marie or David. Each new member will be given a membership card. Receipts for membership fees will be supplied at the following month's meeting. Liz will be commissioning membership cards by Vistaprint.
3. **Family histories:** When Liz meets Ian Gotts next week to plan the family history evening, she will ask him to compile a list of websites which offer family history resources. Liz will also be finding out how many laptops can run at one time on the Community Centre network. She will also be emailing members to dig out their family histories and send in questions for Ian and Carol to address on March 29<sup>th</sup>.
4. **Local History group invitation evening, March 29<sup>th</sup>:** Liz will be emailing invitations to local history group leaders at Redbourn, Wheathampstead, Smallford, Sopwell, Highfield, London Colney and Bernard's Heath.
5. **Fleetville Diaries' Road Show, August 27<sup>th</sup>:** Liz has emailed the Council to seek permission for this event on the Rec. It is hoped that we can erect 2 event shelters – one for the Road Show and one for refreshments.
6. **Action Plan:**
  - Project 1:** Keith and Anastasia's name were added to the CVR project. Mike and Liz will be placing notices about the Feb 4<sup>th</sup> drop-in session on their websites and emailing the Local History Network and FD members. Liz to pick up printed leaflets, buy envelopes and print them before handing to Romyne this week.
  - Project 3:** Romyne happy to do registering and leaflet duties on FD walks. Anne Marie happy to conduct walks and talks when the need required.
  - Project 4:** Liz to seek advice from Computer Wizard about a hard drive. Mike reported that the MUSA staff have already agreed on a protocol for collecting digital archives from individuals and groups. He took up the idea of inviting Sarah Keeling to address the Local History Conference on the subject in October.
  - Project 5:** Liz to fix up date for Terry, Mike, David and her to meet the new cemetery manager. Liz to liaise between Peter Sander and cemetery manager to confirm PS's permission to renovate Frederik Sander's grave. Mike advised that all physical work will be carried out by Council contractors, John O'Connor. Terry and David will have to liaise closely with all parties. Mike to supply Terry and David with the name of a contact in the Sam Ryder group which has already renovated SR's grave. Watch this space.
  - Project 6:** We hope that, following the forthcoming Family History evening, FD members can present short family histories at the end of main meetings during the 'talks' season.

## 7. Roles:

**Room preparation:** It was agreed that all committee members should arrive well before the start of meetings to set out chairs and prepare the teas and biscuits. It was agreed that members and guest will be offered refreshments right from the start of every meeting ... and that the tea table is positioned in an easily accessible place.

**Membership secretaries:** Anne Marie and David are happy to manage new memberships and the register on other occasions.

**FD financial bookkeeping:** Liz will be taking back this role – with training from Dave next week.

**AGM minutes:** Romaine is happy to do this.

**Cheque signatories:** With only Mike and Liz remaining as signatories, David has volunteered to be the third one. Liz will contact him regarding a meeting at Nat West in the forthcoming weeks.

**The next full committee meeting** will be held when the need arises. There might be some un-minuted sub-group meetings in the meantime.