

# The John Hampden Society

## Minutes of the Executive Committee Meeting held on 11<sup>th</sup> May 2013 at Wheatley

**Present:** Sam Hearn (Hon. Treasurer ), Anthea Coles (Hon. Secretary), Brian Cox (Membership Secretary), Roy Bailey, and Steve Barriff.

**Apologies:** Lord Hollenden.

**ACTION**

In the absence of Lord Hollenden, Sam was appointed by the rest of the committee to chair the meeting. Sam was proposed by Roy for the position of Vice-Chairman, seconded by Steve Barriff and unanimously voted to that position.

Sam suggested that the Society could not possibly carry out all the suggested projects straightaway but felt we should concentrate on doing a few things well initially.

The Agenda for the current meeting was agreed.

### **Matters Arising:**

There were none.

### **Finance:**

Sam had given Roy a copy of the Accounts for publication on the website and reported that Derek had agreed to see Sam the following week to hand over the books.

### **Society Leaflets:**

Locations for the leaflets was discussed and suggestions made for their placement.

### **Job Profiles:**

Sam will look out pro formas for job descriptions. He had drawn one up for the Membership Secretary and had started on one for the Treasurer.

### **Membership subs:**

Brian reported on the current level of members reporting one or two who had not renewed despite being sent reminders. He confirmed that PayPal worked for members joining and paying their subscriptions.

Sam felt that cheques for subscriptions should go to the Membership Secretary, who can pay them in through the Post Office, rather than to the Treasurer. The Membership Secretary should then notify the Treasurer how much he has banked and for whom. The Treasurer, in return, should notify the Membership Secretary as to who has paid by standing order.

### **Newsletter:**

Anthea had printed out the current newsletter so far as she had set it up, but was still waiting for items for inclusion. She said that she had e-mailed Derek to ask if he wanted something inserted about the wreath laying at Chalgrove, but he had replied that there was little taking place at that event and nothing to be published.

Steve had been in touch with the National Portrait Gallery and gained permission to use paintings in return for a small fee.

### **Trail Leaflet:**

We need to provide more material than we have at present and could probably get sponsors for some of the work. This will be an update and rehash of the leaflet that Graham Barfield was working on.

### **Website:**

Roy needed to update the Gift Aid form and Standing Order form as certain information on both should have been at the top of the form rather than the bottom. He has to make changes to the forms himself and wanted to do it all at the same time. Sam will re-work the Gift Aid and Standing Order form.

At the moment Roy is just keeping the website updated and he, Sam and Steve will get together as a committee to work on a new website.

### **Bucks Family History Society:**

Sam had spoken to their webmaster, David Foster, who had come up with a piece of free genealogy software which Roy had found very interesting. Sam thought that, if we wanted to do so, we could link it to our website.

### **IT Security:**

Roy has been assured by an IT expert that our website is secure but Sam pointed out the need for vigilance in this respect.

**Constitution:**

It was agreed that there are some parts of the constitution which no longer make sense as regards the Society and some discussion took place regarding amendments. Sam will let Roy have the current Charity Commission wording to enable him to make amendments.

**Forthcoming Events:**

Prime Minister's Question Time: Sam had e-mailed the person responsible for booking and thought we could expect a date in September/October.

Visit to Fullers Brewery: Sam had a list of dates that Fullers could do. He felt that Friday was a good date as we can only go in the week. He will book it with Fullers.

Bucks Family History Group Open Day in July: We hope to attend this event, possibly with a display, when we know further details.

Bucks Archaeological and History Fair: This is scheduled for 28<sup>th</sup> September. Sam will contact them for further details and to book. The venue will be the Girls' Grammar School in Chalfont and Sam hopes that other members might come along to give a hand.

Talks: Roy has been booked by a group at Chartridge Golf Club to give a talk on 1<sup>st</sup> July and Brian agreed to go along to give him a hand.

**AOB:**

Roy produced two invoices for printing and asked if Sam could arrange to them as soon as possible.

Roy hopes to acquire a vertical banner for the Society. We need to come up with a design and then get an estimate for the cost.

Sam mentioned the necessity to do a stock-take at the end of the year, which has not been done recently, but is necessary so that we know the amount and value of the stock held.

**Date of Next Meeting:**

This was arranged for Thursday 27th June 2013. Both the date and the venue will be confirmed in due course.