

RTS SUPPORT GROUP COMMITTEE MEETING  
Saturday 2<sup>nd</sup> July 2016

**PRESENT:**

Siobhan Lund	SL
Dawn Elliker	DE
Max Aldred	MA
Barbara Baron	BB
John Peat	JP
Charlotte Baron	CB

		<b>ACTION/ INITIALS</b>
1.	<p><b>APOLOGIES:</b> Mags Ruck (MR)</p> <p>Elizabeth Halstead (EH) from Cerebra has expressed an interest in joining the committee, she has been invited to join us today</p>	
2.	<p><b>MINUTES OF LAST MEETING:</b></p> <p>These were agreed to be a true record with the following amendments;</p> <p>Item 4 – last paragraph – Amend sentence starting with ‘Loan’ to read as follows: ‘Loan agreement had been prepared for use if required’</p> <p>Item 10 – Amend Spelling: Rawden should be Rawdon</p> <p>These will be distributed to the committee once amended</p>	<p><b>BB</b></p> <p><b>BB</b></p> <p><b>BB</b></p>
3.	<p><b>MATTERS ARISING:</b></p> <p>Item 7 – Adoption of Policies MA questioned whether the adopted policies should be available on the open section of the website, not just in the trustees section. This was unanimously agreed.</p> <p>Also it was decided to change the password on the Trustees section of the website.</p>	<p><b>MA</b></p> <p><b>MA</b></p>
4.	<p><b>TREASURER’S REPORT:</b></p> <p>DE had circulated the reports prior to the meeting. She reported that when we have received £1500 from Birmingham University, and a donation from Margaret Lund of £500, our current balance will be £3414. This is the lowest balance we have had for a long time and we have no reserves, so our first priority is to build back the reserves to keep the group functioning. DE to clarify with accountant what we need to do re the reduction in reserves.</p> <p>A letter to be sent to members explaining our financial situation.</p> <p>A discussion took place re online fundraising platforms, at present we use Just Giving, My Donate, Virgin Giving, the consensus of the committee was to keep all three for the time being.</p>	<p><b>DE</b></p> <p><b>SL/BB</b></p>

	<p>BB to continue doing reports for the committee re the online giving. A discussion took place re Easy Fundraising, we already have an RTS page on easy fundraising, so if you purchase an item online via Easy Fundraising a donation is given to the group.</p> <p>MA to advertise the above via social media/twitter/website pages.</p> <p>A suggestion was put forward to see if people selling items on eBay could generate some fundraising. DE to explore this and report back to the committee.</p>	<p><b>BB</b></p> <p><b>MA</b></p> <p><b>DE</b></p>
<p>5.</p>	<p><b>FUNDRAISING:</b></p> <p>JP circulated a report prior to the meeting. He has prepared a questionnaire for the participants in the Golf Day, to asks their opinions on ie venue/use of buggies etc. He is going to complete this year's Golf Day and then make some enquiries re other options.</p> <p>JP has received an email from Richard Wyatt re organising an event at the activity centre where he works; there is a slot free in October. JP to email Richard and clarify the costs, what it entails, what sort of input do they want from us. JP to feedback to committee via email.</p> <p>MA suggested we could advertise the event on website/social media.</p> <p>JP suggested another event, a family night in the summer in a marquee with a tribute act. He is going to a similar charity function, so he will assess its potential.</p> <p>The committee thanked John for all his hard work, he targets his local area well and all his fundraising events are very successful.</p>	<p><b>JP</b></p> <p><b>JP</b></p> <p><b>MA</b></p> <p><b>JP</b></p>
<p>6.</p>	<p><b>WEBSITE/SOCIAL MEDIA</b></p> <p>MA had produced a report and explained that the website was our biggest platform; she presented the committee with 2 options for maintaining the website.</p> <p>Option 1 – At present we pay £127 per year for hosting the site, however there is no backing up, downloading software regularly or checking the security of the site.</p> <p>Option 2 – A Managed Hosting Service, this ensures software is up to date, website is backed up, and website security is up to date, it also includes 1 hour per month support. The cost for this is £300 per year, paid monthly at £25.</p> <p>A discussion took place re the above options and it was agreed to go with Option 2. Max to update the website.</p> <p>A discussion took place re Social Media, MA explained that we can post items on face book page but families cannot reply. We also have a Twitter account. We do not use these medias to their full potential. It was decided that MA/DE/EH would review our social media improve our profile and provide links to other charities/professionals. EH suggested we forge links with other charities such as “Unique”</p>	<p><b>MA</b></p> <p><b>MA/DE/EH</b></p>

7.	<p><b>NEWSLETTER</b></p> <p>MA had circulated a report prior to the meeting. A discussion took place about the cost of producing the newsletter in our present financial situation.</p> <p>It was decided that the Newsletter would be online only, and we would produce some marketing material for fundraising events.</p>	MA
8.	<p><b>INTERNATIONAL CONFERENCE FEEDBACK:</b></p> <p>There has been some great feedback from the people who attended. Comments to be put in the newsletter.</p> <p>One of the suggestions was made by one of our members Bev Meadows, that we have a buddy system to support new families at their 1<sup>st</sup> meeting. This was agreed to be a great idea.</p>	MA
9.	<p><b>MERCHANDISING:</b></p> <p>All merchandising has now been sold, as we are not holding an event for a while we do not need to discuss at this present time, and we be put on the Agenda when we are planning our next event.</p>	BB
10.	<p><b>FUTURE OF THE RTS SUPPORT GROUP:</b></p> <p>The committee looked at the present roles:</p> <p>SL – Chair /Monitor Emails  MA – Vice Chair/Events/Website/Social Media/Newsletter  DE – Treasurer/Social Media/ Monitor Emails  CB – Merchandise  MR –Membership  JP – Fundraising  BB – Secretary/Families Abroad/Professionals Contact</p> <p>The group also has some regional coordinators.</p> <p>After some discussion BB proposed that EH should become a committee member this was seconded by JP. It was unanimously agreed that EH was co-opted to the committee.</p> <p>EH volunteered to help with social media and it was suggested that she take over Contact for the Professionals. This was agreed EH would liaise with BB if required.</p> <p>BB offered to take the membership over from MR, to be completed by May 2017. Then secretary and membership together as one role.</p> <p>SL to ask Andrea for the Database of emails.</p> <p>A discussion took place about future meetings and where they could be held, wherever we hold the meeting there will always be issues with the distance some families have to travel.</p>	<p>EH/BB</p> <p>BB/MR</p> <p>SL</p>

	EH suggested that if we forge links with other charities, such as Unique, who hold meetings with speakers, it will give our families the opportunity to attend these events, which maybe local to where they live and if there are a couple of RTS families in the surrounding area who also attend, they will be able to support each other on a more local level.	
11.	<p><b>ANY OTHER BUSINESS:</b></p> <p>CB gave notice of leaving the committee, as she is going to New Zealand in October. She will submit this to SL in writing.</p> <p>The committee thanked CB for all her hard work.</p>	<b>CB</b>
12.	<p><b>DATE OF NEXT MEETING:</b></p> <p>Skype Meeting 7<sup>th</sup> November 2016 @ 7pm.</p>	