

The Cheshire Area of NAFAS
Minutes of the CAN Representatives Virtual Meeting
Monday 6th December 2021 at 7pm

Officers Present: Chairman – Louise Jones, 2nd Vice Chairman, Treasurer – Tracy-Anne Clancy, Secretary – Morag McCord, Area support Officer – Janet Schofield, Area Support Officer – Gill Davies, Minutes Secretary – Shiona Fosh.

1. Rules of the Meeting

Janet Schofield presented the etiquette for CAN Zoom meeting.

Preparation

- Turn off TV and radio prior to joining the meeting
- Tell members of your household that you are in a meeting and ask them not to interrupt you
- Meeting management
- All attendees will be muted at the start of the meeting and after they have spoken
- The host will ask the next speaker to unmute and spotlight them when they start
- If you have any questions or points to make, use the raise hand function which can be found in 'Reactions' – this will bring you to the attention of the host far quicker than physically raising your own hand. The host will ask you to unmute and spotlight you when appropriate

Behaviours

- Be kind
- Treat others as you expect to be treated
- Be positive, look forward not back
- If you have to make a criticism, follow up with a suggestion for improvement or offer your help
- Keep your comments short and to the point; don't be personal
- Remember we are all volunteers doing this in our own time and have lives outside of NAFAS

Consider the NAFAS values at all times

- Ensure a friendly welcome for all, that embraces equality and diversity
- Ensure open and positive behaviours at all times in delivering our goals
- Make full use of the knowledge, energy and commitment of all of our association's members
- Seek positive environmental sustainability in all our activities

2. Apologies: Pam Mosedale, Dawn Weaver, Joan Wilkinson, Beryl Cotton, Judy Gratton and Prestbury Flower Club.

3. Minutes of the previous meeting

The minutes from 2.08.21 were checked and will be signed by the Area Chairman when possible.

4. Amendments & Matters Arising

None arising

5. Chairman's remarks – Louise Jones

Announcements:

- Margaret Ridgway from Macclesfield had died. Louise read out a tribute to her from the members of Macclesfield Flower Club who will miss her.
- Linda Jordan from New Brighton club has also died and will also be missed.

New appointments at National Level from Cheshire:

- Pam Fleming-Williams: National Proof Reader
- Beryl Cotton: Vice Chairman of the National Demonstrators Committee
- Nicky Wylie: National Vice Chairman

Action List/ Roles and responsibilities

- Morrisson's are going to do some flowering arranging with NAFAS but this is being discussed at Head office level so the stores won't know about it yet.
- Initial meeting has taken place to create an online version of the Cheshire Directory with Mike Gallagher and Janet Schofield. 2/11/21
- Still creating a document for all job descriptions of the CAN Team members.
- Census 2021 has been sent out to the clubs, to be returned 15th December 2021.
- Affiliation fees see Treasure's update below.

- Social Media Training this is needing help, anyone interested?
- Milestone Anniversary certificates, the first draft has been created by Gill Davies.
- Demonstrators pre -Disciplines course is being advertised.
- Judges refresher course proposal being presented, action ongoing.

Vacancies

A publicity Team leader is needed.

6. Area Secretary's Update – Morag McCord

- Thanks to the clubs that have sent updates through about their clubs.
- Notification that Appleton Flower Club is due to close.

7. Area Treasurer's Update – Tracy-Anne Clancy

Current financial position

- The balances on the accounts as at 06.12.2021 are as follows:
- Barclays Bank - Current Account £6,660.19
- Barclays Bank – Savings Account £33,692.12
- Barclays Bank – JDS&E Current Account £8216.16

Income & Expenditure

- The financial year commenced on 1st August 2021.
- Income received and included in the above balances totals £288 in respect of one Club's affiliation fees. Other cheques received in respect of affiliation fees have not yet been banked, pending the decision of the vote. Income in respect of the fashion show, Christmas cards and diaries, badges and postage has been directly offset by the expenditure.
- Expenditure on facilities to date (storage and website costs) totals £609, travel expenses £27 and purchase of components for the display stands of £71. Total expenditure to date is £707.

Budget for 2021/22

Budgeted Expenditure for 2021/22

• Website running costs (domain and cookie charges)	£300
• Website updates (5 updates per year / Club @ £12.50)	£2,500
• Zoom licence	£150
• Facilities storage charge	£1,000
• Insurance	£200
• Meetings (venue / expenses) (excl Leadership Team)	£1,500
• National Flower Arranging day (£25 / Club)	£1,000
• Support for Shows (RCCS/Arley/RHS)	<u>£1,350</u>

Total

£8,000

The budget will be revised throughout the year depending on income and prevailing circumstances.

Affiliation Fees 2021/22

Results of the vote

- Thank you very much for sending in your votes for either Option 1 (to pay the reduced Affiliation Fee of £4.50 per member) or Option 2 (for an Affiliation Fees holiday)
- The majority of Clubs voted to pay the reduced fee. Four Clubs didn't register a vote (despite plenty of reminders) and three Clubs are closing.
- Thank you to everyone for your support and the really upbeat and supportive emails which we have received.
- However, we need to ensure that Area remains fair to all Clubs.
- Area wants to continue to be as supportive as possible to Clubs whilst still ensuring the smooth running of Cheshire Area. Therefore, Cheshire Area will pay the Affiliation Fees to HQ on behalf of Clubs (as we have said all along) but will **NOT** be requesting Fees for the running of Area this year (2021/22).
- However, if you have chosen to pay and still wish to or have already paid and wish to leave the funds within Area – thank you so much. (See below).

- Full Affiliation Fees will be payable for next year (2022/23) by 31 October 2022. Although not yet known, these are likely to be in excess of £10 per member.
- Therefore, any payments received from Clubs this year (2021/22) will be deducted from the amount payable (when known) for next year (2022/23). This should help the 'smoothing' of the cash flow for Clubs over this year and next.
- If your Club has already paid but would prefer a full refund then please email me direct.
- I will be revisiting our spending budget for this year to ensure that our reserve fund is spent wisely.

- **CAN Calculator:** Janet Schofield explained what her calculator could do to help assess club fees. She strongly advised that the clubs should explain how the subs are made up and what everything costs now to their members.

- **Census:** The deadline is 15th December 2022 for the census as Tracy-Anne has to send the information back to National by the end of December.

Questions: Shirley Robinson, Hale Barnes: What is it we are storing which costs £1,000?

Tracy-Ann: Minutes from Area, from when the group first started, Accounts for six years, Trophies, publicity boards etc.

Christine Leigh: We publish on the website every month does that mean we need to start paying over the 5 items paid by Area? It seems hard that we have been trying to get clubs to advertise on the website and then suddenly asking them to pay for it?

Tracy-Ann: We have reviewed our position in these difficult times and it seems fair to offer every club 5 items free on the web site over the year. Once every two months.

Pam Fleming-Williams: Neston has not had an AGM or Committee meeting so it has found difficult to fill out the census form before 15th December 2021?

Tracy-Ann: Just fill out as much as you can and send it back.

8. Demonstrator's Update -Beryl Cotton

Thank you to everyone for the warm welcome, I am delighted to take on the role of Area Demonstrators Representative for the Cheshire Area.

I collected files relating to past Area Tests, Area Refresher days etc along with the D form memory stick from Diane Fair on Saturday, 20th November. Thank you to Diane for keeping the files up to date which will be a great help for future planning.

Since the Area AGM, I have made a point of telephoning all the Demonstrators on the Cheshire List to introduce myself and have a chat to see how they are getting along with their demonstrations after lockdown. All demonstrators seem to be in good spirits. The majority are back, accepting bookings and delighted to be out and about undertaking Club Demonstrations; 'famine to feast' as one demonstrator described her workload. Understandably, several are having to be a little cautious and will recommence their demonstrating in 2022.

Of the 25 Area Demonstrators on the Area list, only 11 of these are actually Cheshire members and this number includes 2 National Demonstrators.

Demonstrators are liaising with Programme Secretaries on the flower allowance, negotiating a little extra for their Christmas Demonstrations and perhaps undertaking one less design in their programme.

The Area List is very much out of date and Programme Secretaries are getting rather frustrated trying to book demonstrators. This information now needs updating urgently.

In order to replace the demonstrators, we have lost over recent years, the Area will run a three-day Principles and Elements Course aimed at members who wish to go on to take their Demonstrators or Judges test. The course may also be of interest to those who wish to improve their floral art skills in general. The tutors will be Diane Fair and Edena Joughin and will be held at Plumley Village Hall on January 22nd, February 26th & March 26th. If enough candidates come forward to take their demonstrators test, then every consideration will be given to organising an Area Test 2022/23 or working with another local Area. We are in urgent need to build back our list of Area demonstrators.

National Report

The NDC met on 15th September. After the successful National Tests in Gloucester the Chair expressed her thanks to everyone who had assisted ensuring the tests ran smoothly and efficiently. Discussion took place over candidate portfolios.

James Burnside (assisted by Alan Beatty) is currently updating the demonstrators D forms. A successful zoom A and I Day was held on 14th September when two trainee instructors gave presentations as their final part of Demonstrators Instructing. (Beryl Cotton qualified as a National Demonstrators Instructor)

There was an update on training and testing with Area Demonstrator Tests having taken place in South West, NIGFAS, SAFAS, Wessex and Jersey. North Midlands are training too. Mercia and North Wales held a refresher day in October 2021.

Plans for the National Demonstrator Symposium to be held in Telford in April 2022 are well advanced.

There will be a demonstration by Angela Turner and tickets are available to NAFAS Members to attend.

National Demonstrators recommendations will be submitted to undertake small 30-minute demonstrations at the National Show at Gloucester in 2023.

Beryl Cotton has been invited to re-join the National Demonstrators Committee as Vice Chair. There was a plea for more Demonstrators to sign up and keep passing on posters about education that comes from area to the members.

9. Judge's Update – Sue Clissold

Sue Clissold is waiting for written confirmation for the next Judge's Refresher Course.

10. Education Update – Sharon Nolan

My report has changed since the one I submitted for the AGM, so here is an update.

Affiliated Membership: The number of affiliated members has reduced to 3 and we have decided to discontinue affiliated membership for the time being. Each member has been informed.

Education List: There are approx. 40 persons in the Area who run workshops and classes, with or without a teaching qualification. It is pleasing to report that several people have successfully completed their NAFAS/OCN level 3 Teaching Certificate over Zoom during lockdown, thus adding to the numbers in the Education Section of the Cheshire Book.

Workshops and Courses: There was an enjoyable and well-attended Education Day at Plumley on 23/10/21. Information has been sent out about a 3-day Pre-Disciplines course in 1Q22 and 3 bookings have already been received. Sadly, none yet from potential demonstrators but possibly a judge. Discussions are underway on running a NAFAS Basic Teaching Course. With the comprehensive list of Area meetings and events in 2022 distributed, and some other critical information, we are now well-placed to draw up a list of all associated J, D, S and E events in 2022 and 2023.

National: NAFAS is severing its ties with OCN and bringing certificated courses in-house. Development work is underway by the National Committee and courses being released as they are developed. BOD is entering into negotiations over making NAFAS a formal awarding body, but this may take some time to ratify. Information will be provided as it becomes available.

Members have asked to hold course across the area not just at Plumley. But Plumley is pretty central. Only 4 have signed up to the Demonstrators course so far. Thought on what members would like demonstrations on?

11.CAN Directory/Website Update – Janet Schofield

The CAN directory and website are developing, more updates will be given next meeting.

Questions: Sharon Nolan thought that it would be cheaper for the directory to be on the website?

Tracy-Anne: Explained that the initial costs of setting up is more expensive than a book but the on-going costs would be cheaper tweaking the directory every year. That other demonstrators out of area could join the directory on the website.

12.Clusters Feedback/Update (Verbal) – Cluster leads

- Jean Jones: Peony Group are meeting this week.
- Kate Hughes: Nothing to report, but all is well.

13.Shows Update – Louise Jones

- Christmas at Arley – Pat Murphy and her team managed the Gallery room and they all enjoyed setting it up.

- RCCS – Gillian Davies, Cheshire show will be a two-day event starting on the 21st /22nd June 2022, set up Sunday 19th/Monday 20th June. Same schedule and judges as last year.
- Question:** Pam Fleming-Williams: What is the policy on Floral Foam?
 Gill: No policy, not been discussed. Gill will ask the question about their Policy at the Cheshire Show.

- RHS Tatton: No report

14. Flower Arranger: - Catherine Bower

Flower Arranger

- Thank you for your club orders
- 10 clubs have not placed an order for 2022, though this includes 2 clubs notified as closing
- Cheques paid in 6 December

2022 Subscriptions – for information

- For the fifth year, 2022 club subscription rates held at £12.80 for 4 editions

Order form forwarded to club contacts by Area Secretary mid-July requesting orders to Area Flower Arranging Officer by 12th November

Duplicate copy sent to CFAO who provided a contact email address

Meeting via zoom for Area FA officers

- Held 30th November. Due to prior appointment, I was unable to participate
- All Areas report similar pattern of clubs closing and others struggling to see a way of reopening. Reasons given include difficulty recruiting committee, fall in membership, increase in overheads eg. hall hire and flower costs
- CEO, Steven Lane, reported in on-going discussion with our Newstrade distributor to try and establish new retail avenues for TFA, i.e. garden centres, supermarkets
- The news stand cover price will increase to £4.99 from Spring 2022 edition. Subscription rates will be reviewed in May 2022, for 2023 subscriptions. There will not be an increase to 2022 subscriptions
- Morag and Louise have full copy of notes

Contact to Area Flower Arranger officer can be made via:

flower.arranger@nafascheshire.org.uk or link on website contact button

15. AOB

Question: Pam Fleming -Williams: Why are we not having zoom meetings in the day?

Janet Schofield: This is because of people working during the day.

Tracy-Ann: Informed the meeting that Cheshire Life magazine is having a double page spread about the Golden Anniversary Floral Event in January 2022.

Louise Jones: Thanked the team for all their hard work. That any members can come onto the Committee for a short time as Support Officers. That everyone can still make suggestions about things we could do by filling out a proposal form.

Meeting Closed: 8:15pm

Date of Next CAN Reps Forum: 3rd February 2022 at 7.00pm

Signed.....

Dated.....