

**The Cheshire Area of NAFAS**  
**Minutes of the CAN Representatives Virtual Meeting**  
**Thursday 3rd February 2022 at 7pm**

**Officers Present:** Chairman – Louise Jones, Treasurer – Tracy-Anne Clancy, Secretary – Morag McCord, Area support Officer – Janet Schofield, 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 for absence**

Gill Davies, Area Support Officer, June Shallcross, Club Rep., Kathleen Williams, Area Speakers Rep., Sue Clissold, Area Judges Rep., Judy Gratton, Young persons rep (Junior Liaison).

**3. Minutes of the previous meeting and Amendments**

a) Officers Present – omit 2<sup>nd</sup> Vice Chairman.

The minutes from the meeting on 6/12/21 were presented as a true representation of the meeting and will be signed in due course.

**4. Matters Arising**

None arising

**5. Chairman's remarks** – Louise Jones

- Happy New Year to your all and on to a new year filled with Flower Arranging and meeting old and new friends.
- Some sad news to begin with Gill Dickinson the representative from Widnes Flower Club for many years sadly passed away a couple of weeks ago. She and Bill her husband, helped at many Area events, in particularly at Royal Cheshire Show – nothing was any bother for them. Our condolences go to Bill.
- I want to thank Tracy- Anne Clancy for all her work in arranging for our fashion show photographs to be published in Cheshire Life - January issue - we managed to have a full two-page spread. A huge thank you to all that helped and supported this event.
- I also want to thank Pat Murphy for taking on the role of Team Leader for Arley, decorating one of the rooms at Christmas. It looked amazing. The team decorated one of the rooms looked absolutely amazing. Thanks also to the team – Janet, Colette and Helen.

- Kate Hughes (Hale Barns) has resigned from Rose Cluster Co-ordinator. We would like to thank her very much for all her hard work and wish her all the best for the future.
- It has been brought to my attention that some members of Cheshire area are unaware that they could contact Area Officers directly. You are welcome to contact any of us direct, the easiest way is by email and if you go onto NAFAS Cheshire website contact information is there.
- We are still looking for volunteers in some roles. We will be grateful to have a publicity co-ordinator. I have previously sent the role description out but if anybody would like to discuss this with me; please contact me.
- Also, we are looking for anyone interested in taking on the role of Area Support Officer; if you'd like further details on this role, please speak to me.
- Many thanks to all who took part in the Chairman's Challenge – although we didn't win any prizes, thank you for all your efforts. In particular to Lymm and Wistaston & District FCs for their regular contributions to the challenge.
- It was also brought to my attention that many were disappointed we had no face-to-face meetings last year. No one was more disappointed than me, but we needed to be sure that it was safe to do so. We are hoping to have some face-to-face meetings at some point during the year, but this would need to consider the Covid situation, how are members feel about meeting face-to-face meetings and financial implications.

### **National Chairman's report**

- Katherine Kear stated that whilst is turning a corner we do need to increase membership. Present figures say there's a 31% decline in club membership over the last 24 months; we must pull together to change this. There are a number of reasons for this, many unavoidable, but we are not the only organisation experiencing difficulties.
- Looking forward to the year ahead, we have National Flower Arranging day on Friday 6th May, and our Virtual Show in June entitled 'Chasing Rainbows' and the President's residential weekend a time of catching up, workshops and meeting fellow members from the 9th to 11th September.
- Then in May 2023 we have the National Show at Gloucester Cathedral.

### **Flower Arranger**

- Chloe, the Flower Arranger editor, commenced by outlining the factors which would decide whether a picture would go in the Flower Arranger or not. They include the colours, the actual arrangement and their relevance to readers also if it's already been on social media because Flower Arrangers need to 'add value'.
- There's a 36% discount to members on the Flower Arranger.
- There's also a student offer of 20% off 4 the Flower Arranger, contact Sylvia at headquarters for more details.

### **Chairman's Challenge**

- The National Chairman thanked all those who had taken part in the Chairman's Challenge. Whilst our area didn't win a prize; I would like to thank all those from Cheshire area who took part in this challenge.

### **The Morrisons project**

- This is still in the planning stage. 20 stores have been identified to be part of the project. We have not been informed which stores they will be.

### **Education committee**

- NAFAS is working with Ofqual for own recognised qualification. RHS also use this body.

### **Questions:**

- Pam Fleming – Williams: Pointed out that the Flower Arranger Magazine is all about the South of England and floristry. It should be a lot broader. Is Arley going to be shown?
- Louise Jones: Arley will be sending their details. Good pictures of Tatton were sent last year but were not accepted because the arrangements were not on a white background.

- Tracy- Anne Clancy: Complained about Chloe not replying to her emails, not even acknowledging material sent.
- Catherine Bower: Said she would bring up the topic of Tracy-Anne's comments, Tatton and Arley at their next meeting.
- Bernard Preston: Suggested to go outside the Flower Arranger magazine for publicity.
- Janet Schofield: Suggested they should be invited to the Cheshire Show.

### **6. Area Secretary's Update** – Morag McCord

- Many thanks to all clubs who have sent in their Club officers forms but please make sure you have a contact name, address, email, phone number and signature for the club contact.
- I have received an email from Kate Hughes, one of our Club Chairmen representatives and co-ordinator for Rose cluster. Grateful thanks to her for all her hard work for Area.
- Sadly, I received today the news that Gill Dickinson had passed away. Condolences sent to her husband Bill.
- Also, Ellesmere Port Flower Club will be closing after April.
- I sent a card to Maira Sellers, an AOH and regular attender at Area functions, on your behalf to say we were thinking of her after her unfortunate accident while away with her husband before Christmas.
- Thank you for keeping me up-to-date with your news and I will pass on any queries you may have to the relevant person.
- My grateful thanks to our Minute Secretary, Shiona Fosh, for the sterling work she does

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

#### **Finance Overview**

The balances on the accounts as at 24th January are as follows:

Barclays Bank - General Purpose Current Account £4,6989.19

Barclays Bank – General Savings Account £25,913.09

Barclays Bank – JDS&E Current Account £8,210.70

Barclays Bank – Flower Arranger Current Account £6,277.36 (4 issues to be paid for)

\*\*The balances presented above include all known income and expenditure this year to date.

#### **Income**

Affiliation fees amounting to £2,557.50 have been received to date from 7 clubs. Thank you.

Affiliation fees totalling £12,200 (2,000 members @ £6.10) have been remitted to NAFAS Head Quarters. Only 3 Areas have not yet sent in their fees. There has been approximately a 21% drop in member numbers in Cheshire Area for 2022, although it is recognised that this year involved a lot of 'guess work'.

#### **Expenditure**

With the exception of affiliation fees (as mentioned above), the only expenditure being incurred at present is in respect of storage and facility costs (website domains). A review is being undertaken to find cheaper storage. Does anyone have any spare room?

#### **Arley at Christmas**

The Arley at Christmas event cost us a net £461.74. Recognising our limited income this year, all budgets for events should consider carefully travel expenses within the costings.

#### **Census**

Thank you for sending in your completed (as far as was possible) census forms. 26 out of 38 clubs sent in a return. This is currently being analysed.

#### **Insurance**

A number of clubs are in the process of renewing their insurance for 2022. The current broker for the majority of clubs is Marsh Commercial and the premium has increased from circa £51 in 2021 to £81 in 2022. Marsh have been contacted to ask for an explanation for the increase with limited success. They maintain it is the best package they can find. Having contacted NAFAS HQ for advice, it is apparent some Areas are using a company called PIB Insurance. They have several branches throughout the country. Contact has been made with PIB (Altrincham branch) but limited progress made so far. Note: Each club is responsible for arranging their own insurance. An 'umbrella cover' is not possible.

## **8. Publicity including Flower Arranger**

Area still looking for someone to take on the Publicity role.

### **Flower Arranger – Catherine Bower**

- Spring delivery made. I've not received report of any shortfall/damaged copies
- Update to club orders can be sent to me by Friday 12 February for Summer delivery
- I have a small number of Spring edition if you would like to increase your Spring order
- Summer edition due for delivery within 5 working days of 6 April
- Orders not received from Handbridge, Heald Green, Mid Cheshire, Nether Alderley, Stockton Heath, The Bramall Hall and Widnes clubs. As I do not have access to other meetings/club Officer details, I asked Louise for update of status of clubs, to allow me to help making order if required
- The uptake on the magazine has gone up by 20 copies as clubs are slowly opening up.

### **Meeting via zoom for Area FA officers**

Next meeting planned for Tuesday 8th February

I've now received details of 2021/22 meeting dates, so will be able to forward my report in a timely manner.

Contact to Area Flower Arranger officer can be made via:

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

## **9. Demonstrator's Update - Beryl Cotton**

List of Cheshire Area Demonstrators with names, first part of postcode and email address for the new electronic list submitted to Janet.

- National Demonstrators Committee Christmas wish to all Area Demonstrators circulated.
- The pre discipline course for Demonstrators and Judges was deferred/cancelled due to lack of interest.
- I communicated with all Area Demonstrators prior to Christmas to keep in touch and wish those who were "back on the road" well for their Christmas demonstrations etc

1. I took the opportunity to promote the three -day pre discipline course to them as they might have been interested in the Judges training or might have known someone

2. Promoted the NW CPD Day "Making something out of Nowt" (Craig Bullock and Bill Dixon) to be held on 12th March, 2022 in Preston.

3. Giving advance warning of National Competitions in Gloucester in 2023

4. To mention the electronic directory.

5. To promote Angela Turner's demonstration at the Demonstrators Symposium at the Telford Golf and Spa Club "The Sound of Colour" Saturday, 23rd April, 2022 2.00 p.m.

- Contact made with Elizabeth Daly SAFAS enquiring about the way and in- depth details of how they run tours in SAFAS. She replied with a power point presentation. I forwarded this information to Kath, Speakers Rep.
- I am not sure how we take this forward and whether the Clubs would be interested?
- There is no National report but there is a meeting on Wednesday, 26th January when I know that the recommended fuel allowance is being discussed at length.
- To keep in touch with Area Demonstrators I am considering undertaking a zoom "get together" perhaps late February/March.
- Latest information: Elizabeth Graham has announced the minimum cost for flower allowance will be £150 per club as flower costs have gone up 25%. This is a recommendation and can be discussed from Feb 2022. 3/02/22

### **Questions**

- David Mason: mentioned the fact his Programme Secretary was having trouble getting replies from the demonstrators she has contacted.
- Beryl Cotton: We will discuss this next meeting.
- Pam Mosedale: New demonstrators' suggestions – all clubs to identify Florists in their town/location and Area could mail drop with details of what the benefits of being a NAFAS demonstrator is and the process of being qualified. Local club rep could then follow up with a phone call or personal visit to answer any questions.

## **10. Judge's Update** – Sue Clissold

- Any Area judge wishing to join the training to become a National Judge to contact me within the next week. Actual test will be in the Autumn.
- The Schedule for the Virtual National Show 2022 has now been released with 20 superb Classes to choose from. Get your entries in now to make sure you have the class of your choice. Exciting times.
- A review of the Competitions Manual is underway.  
Judges Conference in Ireland still has the proposed date of 18-20 August 2023 but with a backup date of 11-13 August if Dromantine is unable to host.
- Two plants have changed their names Rosemarinus to Salvia and Hebe to Veronica as notified by Michael Bowyer and Pam Fleming-Williams.
- The Judges Refresher course has been booked for Saturday 15th October 2022 At Plumley Village Hall and tutored by Michael Bowyer. Please note in your diaries. Further details regarding cost and times will be given shortly.
- Have let Mercia and North Wales area know as we joined in their Area Judges course which helps to spread the cost.

## **11. Education Update** – Sharon Nolan

**Pre-Disciplines Course 1Q22** - Unfortunately this course had to be cancelled. Whilst aimed at persons wishing to eventually demonstrate or judge it is also suitable for experienced person who wish to improve their skills. The course would have run at a significant loss. One person had expressed an interest in becoming a judge but no-one had expressed an interest in demonstrating. The cost could not be justified, hence cancellation. Frustratingly, there have been several enquiries, but it would still have run at a loss.

No other courses are booked at present.

**Student Discount for Flower Arranger** - It has been clarified that a student in this context is anyone who attends a course run by a NAFAS teacher, whether qualified or not. Orders should be collated and submitted to Sylvia at Osborne House by the teacher. I have sent the order forms to all persons on the Education List I hold. I have also asked Morag, Area Secretary, to send an email to all clubs, asking that the Chairman pass the information to any teachers whose names I may not have.

**Education List** - In the email referred to above I have also asked Club Chairmen to let me have the names and contact details of anyone in their club who they know teaches classes or runs workshops. I may just find out a few more names.

**Publish List of Courses** - Janet and I will put our heads together to decide how best to publish this information. Until this is sorted, I can continue to field any queries.

**National:** There is an Area Education Representatives meeting (Zoom) booked for 23/2/22.

## **12. CAN Directory/Website Update** – Janet Schofield

The following are actions arising from / raised at CAN Leadership & CAN Team, Cluster Leads and Clubs Representatives meetings:

What Action / Progress

1. Create an online version of the Cheshire Directory (Demonstrators, Judges, Speakers etc). Initial meeting taken place between Janet Schofield & Mike Gallagher on 02.11.21 to discuss format suitable for website etc. Plan for updating formulated. Officers to supply role & responsibilities information plus a head and shoulder photo to JS. All representatives will be asked to contact demonstrators / speakers / judges.

2. To document all Job Descriptions of CAN Team members.

Job descriptions received to date to be forwarded to TAC. Reminders sent out for outstanding job descriptions Create document of all Job Descriptions and distribute to CAN team for consideration prior to CAN Team Meeting. Discuss and agree all Job Descriptions at CAN Team Meeting (Action Required) Share final document with Club Representatives

3. Website: Review of content.

Initial review of website undertaken Discussions with Janet Schofield to take place regarding updates.

4. Social Media Training: A series of workshops to be planned and rolled out to Clubs to assist them with; understanding what social media is available / its uses and limitations / accessibility and basic training.

Initial investigations undertaken by Janet Schofield Available sources of 'help'. Decide to simplify to look at each aspect in turn. Leads required for each aspect (e.g., Facebook Lead, Instagram Lead, Website Lead) Action Required

5. Roadshow for Clubs: Draft outline of the type of 'Workshop / Roadshow' required by Clubs to be provided by Area.

Louise Jones to draft an initial proposal / speak to Jean Jones Possibly a series of workshops to be provided by Area Teams covering a diverse number of topics e.g., beginners, intermediates, contemporary, Club 'health check'. Discuss at CAN Team to share thinking.

Tracy-Anne Clancy to present initial thoughts – ALL to contribute to discussion

6. Update the Constitution The current constitution remains in force. The current 'Way of Working' remains in place for 18 months from October 2020. If the new 'Way of Working' is to be adopted formally then the Constitution will be re-written accordingly. Louise has prepared first draft which will be shared with Officers. Officers and CAN Team to review and finalise by 7th April. Action Required.

7. Judges Refresher Course.

Proposal presented Possibly October 2022 – details being finalised Sue Clissold is the lead – action ongoing

8. Storage Facility.

To review the current storage options available – costs and accessibility – Tracy-Anne

C1. Diary Dates: To document all Diary Dates for CAN Meetings & Events 2021/22 and publish to all Clubs / Website COMPLETED

C2. Census 2021: To create and issue the CAN Census 2021 to all Clubs COMPLETED

C3. Affiliation Fees: To document the two options for 2021; £4.50 per member payable when possible or an Affiliation Fees holiday which means all spending funded from reserves (circa £20k). Distribute to Club Reps to vote for the preferred option. All voting papers to be returned pre-Club Representatives meeting. Announce outcome at the Club Representatives meeting. COMPLETED

C4. Milestone Anniversary Certificates: To create / produce a certificate which can be sent to Clubs from Area. COMPLETED

C5. Demonstrators Pre-Disciplines Course POSTPONED / CANCELLED

### **Questions**

- Pam Fleming-Williams: When is the Directory going to be published?
- Janet Schofield: Still chasing people outside the area who have not replied.

### **13. Clusters Feedback/Update – Cluster leads**

#### **Jean Jones: The Peony Cluster**

Six clubs plus Tracey-Anne attended a Zoom meeting on 9th December. It was a constructive meeting with feelings shared and ideas discussed. By the end of our deliberations, we came up with a list of points to put to area and hope that you will accept them in the spirit they are raised, that of support and a desire to help Cheshire Area to help us.

- 1) A monthly newsletter produced by area which can be passed on to all members to keep them informed, interested and feel that they are part of the organisation.
- 2) Improve the issuing of reports by sending all the reports out in one email rather in dribs and drabs. People responsible for these reports to assist the secretary by getting their reports to her by a deadline set by the secretary. At meetings the authors of these reports should not be allowed to speak about them unless there is an urgent update to add to the report. It would be less confusing if the reports were either only in one format or two emails, one for Word and one for PDF versions.
- 3) Reduce the length of council meetings and return to at least some face-to-face meetings to allow for discussion with other club reps before and after the meeting.
- 4) Clubs in the Peony Cluster are happy to organise their own events for their clubs and are not particularly interested in afternoon teas or lunches.
- 5) We would prefer Area to focus on supporting clubs as and when help is needed.

6) We would however be interested in Area providing an event relevant to a group of clubs in our area. For example, lead us in a workshop session on designs that we could then replicate to our members or maybe an open workshop led by Area for interested members across our region to attend. Preferably with Area providing everything that would be required but perhaps with the hosting clubs providing set up/take down, refreshments and advertising. Perhaps a couple of people from the Peony Cluster could meet with a representative from Area to discuss further.

We also discussed workshops that had been offered or were about to be offered over the festive season. We agreed that these are hard work, especially when we are providing everything for the attendees. It was also pointed out that some groups of attendees do not offer to help tidy up after themselves which adds to the work load. Clubs are reaching out to the community by offering Christmas workshops to groups such as Nursery and Playgroup Mums and local churches They are seen as a good way of potentially increasing membership and can provide useful advertising through social media coverage. They seem to be popular over the Christmas period but not quite so easy at other times of the year.

We wish to offer our continued support to Area and hope that our thoughts are helpful.

- Linda Hardman said that 13 new members had signed up at Wistaston Club.

#### **David Mason (Romiley Club): The Sunflower Cluster**

Last meeting most things discussed have been addressed by area. Very positive. Meeting next month at Bramall café.

#### **Anne Walton (Eddisbury & Sandiway club): The Iris Cluster**

Met in November and 5 reps came and they had a very positive meeting. Chatted about affiliation fees and they were willing to support Area.

#### **Questions**

David Mason: Do entries to the website cost £12.50 each time?

Tracey-Anne: Area pays for the website. Don't hold back promoting your club, you have up to 5 placements on website free each year and then you pay £12.50.

David Mason: What format does the pictures need to be in?

Tracy-Anne: Contact Mike Gallagher for detailed information.

#### **14. Shows Update**

##### **RCCS** – Joan Wilkinson and Gill Davies

- Gill and I are delighted to announce that this year's Cheshire Area Show will be held live at the show ground in Tabley after what has been a chaotic two years. The schedules have been sent to the two judges and after some fine tunings are ready to be distributed via club chairmen and will be available on the Cheshire Area website. Please could all chairmen or club representatives send these on to members electronically when they receive them and let us know if anyone needs a paper copy.
- We have kept the schedule more or less as it was for the cancelled show in 2020 and copies have been sent out to previous competitors on a first refusal basis. They are being given two weeks in which to get their entries in prior to a wider distribution to all clubs.
- Following the success of the virtual show and the number of entries that were received globally, a virtual class is being offered, the title of which is "Defying Gravity" which I think you will agree should produce some stunning entries. This will be sent out via the NAFAS web site, the Cheshire Agricultural Web Site, Twitter, Instagram, Facebook and any other media that will reach prospective competitors from around the world. This class will be judged prior to the show and the photographs enlarged for display in the actual show. As we are not having a photographic section, we feel that this will provide more interest for the public when they are visiting the show.
- A new award has been added as a prize for the winner of the novice class. This is the Flower Arranger Award and is being sponsored by the magazine itself. The winner will receive a year's subscription.
- In order to attract entries from tutors and their students for non-competitive exhibits we are making the space available smaller which means that the cost will be kept down. This will also mean that the space will be more manageable for novices who have

never entered a larger exhibit at a show. There will also be a sum put aside for each entry to assist with the cost. This class has been supported by the Cheshire Agricultural Society to encourage novices to enter the show assisted by their tutors and, although it is described as a non-competitive exhibit, the Society have donated a trophy which they give for Best Endeavour. The class is judged by one of the founder member's daughters, not under NAFAS rules. Details of this have been sent out to all tutors who we think may like to encourage their students to have a go. If anyone would like more information regarding this, please get in touch with either Gill or myself and we will happily forward it to you.

- This show would not be a success without the support from all the members of NAFAS both in entering the event and visiting so we look forward to receiving lots of entries and seeing you all at this year's show.

Please contact us with queries via [Cheshire.show@nafascheshire.org.uk](mailto:Cheshire.show@nafascheshire.org.uk)

**Arley Summer Festival:** Louise Jones

There will be no large marquee next year so discussions and suggestions are a foot.

### **15. AOB**

- Janet Schofield: Reminded the clubs about the Support group on line on 27<sup>th</sup> February 2022 and to remind their members.
- Joan Wilkinson: Informed members the Cheshire show is now Cheshire Area of NAFAS Area Show 2022 held at Royal Cheshire County Showground.
- Pam Fleming-Williams: Is the show still virtual?
- Joan Wilkinson: No, live show Tuesday and Wednesday. One virtual class: 'Defying gravity' to allow the people around the world to enter.
- Sharon Nolan: Suggested that there should be a NAFAS members-only and Non-NAFAS members such as students' competitions.
- Bernard Preston: Mentioned their club gives free entry to students.
- Joan Wilkinson: Is sending out information to the colleges about the Cheshire show.
- Christine Leigh: left flyers at Bramall Hall giving a £1 discount to visitors and 25 people turned up!
- Louise Jones: It is encouraging that new members are coming into the clubs. Good ideas are needed which might reduce the age profile.
- Tracy-Anne: Is marking the Queen's Jubilee at her local church with a sponsored Flower Festival 'Happy and Glorious' which is in the process of being planned.
- Alison, Stockton Heath, is decorating St Thomas's Church and planning to decorate around the village.
- Diane Smith, Ellesmere Port Flower club is having Jonathan Mosley to demonstrate as their last meeting is going to be in April.

Louise Jones thanked everyone and closed the meeting.

Meeting Closed: 8:25pm

Date of Next CAN Rep Forum: 7<sup>th</sup> April 2022

Signed.....

Dated.....



## Appendix 1



### Statement on Flower Allowance

The National Demonstrators Committee have reviewed the recommended minimum flower allowance and have unanimously agreed that it should be increased to £150 (for a club meeting), in keeping with the 25% increase in flower costs caused by Brexit and Covid 19.

Some flower clubs may query this decision, this figure is a recommendation, it is not mandatory. Programme Secretaries can negotiate with the Demonstrator; respect and consideration should be given to both parties. The recommended increase is applicable from February 2022 and does not apply to previously signed blue forms.

Elizabeth Graham  
February 2022