POLICY AREAS

Policy Area
Management member interested in working party

Hire and Fire
Margaret Trotter

Terms of Workers Contract - no contracts have been found in any of the files
Margaret Trotter

Job Descriptions
Margaret Trotter, Kate and Helen

Grievance Procedure
Margaret Trotter

Filmmakers Contracts
Kavita Hayton

Per Diem allowance
Satwant Gill

Staff and Management Training
Paula Graham

Equal Opportunities
Paula Graham, Deborah Wearn

Acquisition Policy
Satwant Gill, Paula Graham, Deborah Wearn

Cultural Policy
Paula Graham, Deborah Wearn

Sale and Hire Agreement and Pricing Structure

Would management members please insert their names in their areas of interest for the above working parties. The names already there are those who were present at the last meeting.

At least one member of staff will work with each working group and where appropriate both will attend meeting, e.g. job descriptions.
COMMENTS ON THE POLICY AREAS DOCUMENTS MADE AT LAST MCM
(this is the document that you were sent prior to the last management meeting, please refer to it)

1. Cinenoa Mission Statement
Comments: should be much shorter, more specific (give some concrete information) more like a sound bite that is very easily repeatable. More like this?
Established in 1991 with a catalogue of over 350 titles, Cinenoa is Europe's foremost distributor/promoter of films and videos by women directors.

2. Contract
Comments: Should the percentages in point 4 be lowered, how would we go about doing this?
Swap points 8 and 9 around as, as discussed in the meetings this has caused some concern, and change the language in point 8.
Add a new clause that states something like, after two years and two attempts to pay a film-maker their royalties the money can be put back into Cinenoa's accounts.
(otherwise we have to hold on to small amounts of money for years)

3. Acquisition Policy
Comments: This needs a lot of work if we are able to make it more public and more accountable. Language should be more positive.

4. Equal Opportunities
Comments: This should be a more general document that can be updated periodically but not a year on year as it currently is.

5. Cultural Policy
Comments: Expand and include something about new technology and access to it.

6. Job Descriptions
Comments: There appears to be no hard copy of Kate's job description, which was on the old computer (files could not be transferred as they were not pc compatible).
The description included is the one for Helen's job. They both need a lot of work and should be done asap.
POLICY AREAS

HIRE AND FIRE; WORKERS CONTRACTS; JOB DESCRIPTIONS; GRIEVANCE PROCEDURE
Margaret; Elaine; Kate; Helen

STAFF AND MANAGEMENT TRAINING; EQUAL OPPORTUNITIES; ACQUISITION; CULTURAL
Paula; Kavita; Deborah; Liane; Helen

FILMMAKERS CONTRACTS
Kavita; Julia; Helen

PER DIEM
Satwant; Helen; Kate

PRICING
Helen; Kate