

Present: Eileen McNulty, Penny Ashbrook (minutes), Jenny Wallace (chair)
Directors & meeting 16/11/88.

① Staffing Issues.

- Work in Progress:
- a) Jenny: a catalogue supplement. Eileen has seen draft prepared by Jenny & OKed. Penny to prepare list of corrections financial POLONS
 - Jenny also suggested having C.O.W. folders, subject to budget - approved, Jenny to discuss with printers.
 - Jenny wants to put package of music/performance videos together. Eileen suggested possibility of Arts Council funding for this. Angle would be a celebration of women's creativity. Generally thought to be good idea.
 - Also thinking about angles for sponsorship e.g. Trade Union could sponsor new women & work leaflet, general groundwork for opening up ^{new} avenues like this.

b) Jeanne Audit.

- Reported back that many problems and errors from Bejhat's book-keeping and accounts work. Audit booked in Shashmini coming in next Mon for prelim. meeting - new woman to us, unfamiliar.
- Jeanne been familiar with herself w. C.O.W. and financial state. One or two few things emerged from that e.g. ① Vat never reclaimed on petty cash. Jeanne will see if worth claiming, but if not large amount will not bother. JOANNE
- Wages checked. Generally OK. Some records incomplete on outside professionals who have charged fees. Must make sure we have schedule D number for these people.
- BFI grant application due in 9th December. Eileen will do budget for this, Jenny will complete written section, Jeanne will assist in typing, if required. EILEEN/JENNY/JOANNE
- Dispute with Bejhat Rezaei. We have agreed to pay one thousand pounds in full and final settlement. There are no further outstanding claims for backpay, or any other financial liability in relation to Bejhat.
- Would be useful to go back through past minute books, & pull out any firm policies - Eileen will do. EILEEN

c) Contracts of Employment.

Draft contracts for us all to take away & read. Come back with comments / revisions / approval.

- continues -

Also copies of job descriptions for carman. ALL

d) Letters of appointment. — Penny will draw up & send Jean's letter of appointment. From Mon 7th Nov. Penny Salary to be paid monthly on the 15th of the month (2 weeks advance, 2 weeks arrears)

2) New Management Structure

List of names to approach:
already approached:

- Karen Alexander
- Penny Ashbrooke
- Clare Binnis
- Suzannah Lopez (Can she suggest someone else?)
- Jane Reid (Can she suggest someone else?)
- Rose Mac Donald (Fin Syac.)
- ~~Foraminder Vir~~
- Kim Clancy (Medic Centre)
- Patsy Vickery (Women's Health Resour Group)
- Jean Nuline Afro Video
- Eileen McNulty.

Other suggestions:

- Theresa Black & East End Video
- Shabnam Grewel Connections
- Camelita
- Jane Givanni
- Ros
- Dea Video Project
- Sharon Morag
- Algin
- Jackie Kay (writer)
- Jenneba Siejolah (Carman thread)
- Inge Blackman
- Clare Keating
- Amira Patel
- Carol Jacobs
- Susan Pappas

We need an acting board of directors immediately. We will approach Karen H., Carol Jacobs, Jane Givanni, Rose

we suggested structure we are walking towards is to have a large Advisory Committee of 15-30 women, which will appoint a Board of Directors of 3-5 women, prob. minimum of 5. Advisory Committee to meet quarterly, Board of Directors to meet monthly.

The Advisory Committee could be further sub-divided into sub-groups with particular responsibilities if required e.g. screenings, or finances. Or these could be the responsibility of the individual directors.

Screen Viewing sub-group: regarded as desirable, as a source of feedback and general guidelines. Responsibility for covering festivals, etc. Decision-making can be delegated from this group, so individuals can make decisions re. at festivals if nec.

Personnel sub-group - or part. respons. for personnel matters, liaison between workers & board of directors or at least one person with responsibility for

Penny Eileen

Penny and Eileen will approach 4 women mentioned above for the acting Board of Directors - Karen & Rose first (we need 2). Acting Board will consist of Penny, Eileen, worker rep (Jenny or Jeanne) and 2 others.

Jeanne & Jenny will draft a letter to send to women re advisory group. Jenny/Jeanne

④ c. Moya. BFI has a consultancy commissioned to investigate independent film & video sector. Jeanne & Jenny met w. Consultants, BFI, Jane & team from CIRCLES. Outcome was con agreed to meet with

within 18 months. It is obviously wants merges on board or perhaps have a separate meeting to discuss this and its implications.

To let Remy know if meeting is at 11:00am on 1st Dec. Jenny/Jeane

- (4) (b) 10th birthday next year - Jenny suggested special headed notepaper. Jenny
- Also a party in Jan.

(4) (a) There is some concern about the apparent drop in bookings/income now Glenbuch is handling bookings & despatch. We need to monitor ~~the~~ ~~exam~~ ~~at~~ when this carefully, and discuss whether it's working. Eileen will try to pop into Glenbuch EILEEN in the meantime just to have a look. We will meet in January to assess this. -

Date to be arranged at next meeting

3 a) Agreed to add Jeane to Bank mandate as a cheque signatory, change Jenny to Secretary. Mandate was completed and signed.

(3) (a) Overseeing expenditure - Jeane & Jenny will make decisions within the budget before acting.

Board of Directors is in operation. Agreed that Jeane would account for an ex-gratia payment to Eileen in recognition of the revised AETT payment, in the most tax efficient way possible. JEANE

Dates of next meetings - Either Tue 29/11 or Thursday 1/12/88. Either Wed 14/12/88 or Thursday 15/12/88 at 5.45 (Law office). Remy to confirm best date asap. REMY

New Acting Directors to be invited if available.